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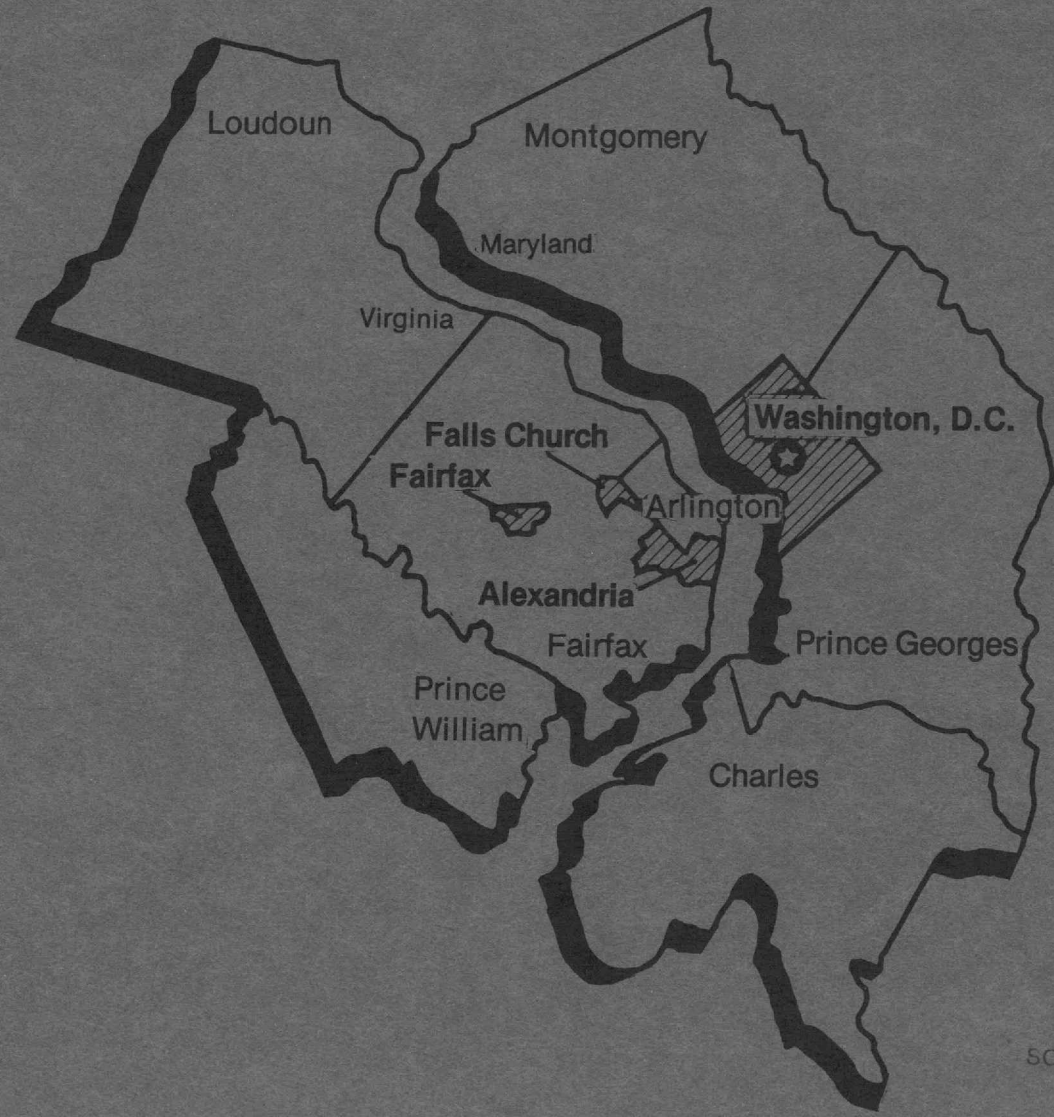
Area Wage Survey

Washington, D.C.—Maryland— Virginia, Metropolitan Area March 1981



U.S. Department of Labor
Bureau of Labor Statistics

Bulletin 3010-6



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Preface

This bulletin provides results of a March 1981 survey of occupational earnings and supplementary wage benefits in the Washington, D.C.-Md.-Va., Standard Metropolitan Statistical Area. The survey was made as part of the Bureau of Labor Statistics' annual area wage survey program. It was conducted by the Bureau's regional office in Philadelphia, Pa., under the general direction of Irwin L. Feigenbaum, Assistant Regional Commissioner for Operations. The survey could not have been accomplished without the cooperation of the many firms whose wage and salary data provided the basis for the statistical information in this bulletin. The Bureau wishes to express sincere appreciation for the cooperation received.

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Note:

Reports on occupational earnings and supplementary wage benefits in the Washington area are available for the banking (February 1980); laundry and dry cleaning (March 1981), moving and storage (March 1981), refuse hauling (March 1981), and savings and loan associations (February 1980) industries. Occupational earnings and supplementary wage provisions for municipal government workers are available for the city of Washington. Also available are listings of union wage rates for building trades, printing trades, local-transit operating employees, local truckdrivers and helpers, and grocery store employees. Free copies of these are available from the Bureau's regional offices. (See back cover for addresses.)

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Washington, D.C.—Maryland— Virginia, Metropolitan Area March 1981



U.S. Department of Labor
Raymond J. Donovan, Secretary

Bureau of Labor Statistics
Janet L. Norwood,
Commissioner

June 1981

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Introduction

This area is 1 of 71 in which the U.S. Department of Labor's Bureau of Labor Statistics conducts surveys of occupational earnings and related benefits. (See list of areas on inside back cover.) In each area, earnings data for selected occupations (A-series tables) are collected annually. Information on establishment practices and supplementary wage benefits (B-series tables) is obtained every third year.

Each year after all individual area wage surveys have been completed, two summary reports are issued. The first brings together data for each metropolitan area surveyed; the second presents national and regional estimates, projected from individual metropolitan area data, for all Standard Metropolitan Statistical Areas in the United States, excluding Alaska and Hawaii.

A major consideration in the area wage survey program is the need to describe the level and movement of wages in a variety of labor markets, through the analysis of (1) the level and distribution of wages by occupation, and (2) the movement of wages by occupational category and skill level. The program develops information that may be used for many purposes, including wage and salary administration, collective bargaining, and assistance in determining plant location. Survey results also are used by the U.S. Department of Labor to make wage determinations under the Service Contract Act of 1965.

A-series tables

Tables A-1 through A-6 provide estimates of straight-time weekly or hourly earnings for workers in occupations common to a variety of manufacturing and nonmanufacturing industries. Where possible, occupations with related duties (e.g. accounting clerks and payroll clerks) are clustered to facilitate comparison. The occupations are defined in appendix B. For the 31 largest survey areas, tables A-12 through A-17 provide similar data for establishments employing 500 workers or more.

Beginning in 1981, multilevel jobs are designated numerically instead of alphabetically. A job conversion list is provided in appendix C.

Table A-7 provides indexes and percent changes in average hourly earnings for office clerical workers, electronic data processing workers, industrial

nurses, skilled maintenance trades workers, and unskilled plant workers. Where possible, data are presented for all industries and for manufacturing and nonmanufacturing separately. Data are not presented for skilled maintenance workers in nonmanufacturing because the number of workers employed in this occupational group in nonmanufacturing is too small to warrant separate presentation. This table provides a measure of wage trends after elimination of changes in average earnings caused by employment shifts among establishments as well as turnover of establishments included in survey samples. For further details, see appendix A.

Tables A-8 through A-11 provide measures of pay relationships in establishments. These measures may differ considerably from the pay relationships of overall area averages published in tables A-1 through A-6. See appendix A for details.

B-series tables

The B-series tables present information on minimum entrance salaries for inexperienced typists and clerks; late-shift pay provisions and practices for production and related workers in manufacturing; and data separately for production and related workers and office workers on scheduled weekly hours and days of first-shift workers; paid holidays; paid vacations; health, insurance, and pension plan provisions; and health plan participation.

Appendixes

Appendix A describes the methods and concepts used in the area wage survey program. It provides information on the scope of the area survey, the area's industrial composition in manufacturing, and labor-management agreement coverage.

Appendix B provides job descriptions used by Bureau field representatives to classify workers by occupation.

Appendix C is an alphabetic to numeric conversion list for all multilevel jobs in the survey.

Table A-1. Weekly earnings of office workers in Washington, D.C.-Md.-Va., March 1981

Occupation and industry division	Number of workers	Average weekly hours ¹ (stand-ard)	Weekly earnings (in dollars) ¹			Number of workers receiving straight-time weekly earnings (in dollars) of —																				
			Mean ²	Median ²	Middle range ²	125 and under 135	135-145	145-155	155-165	165-175	175-185	185-195	195-215	215-235	235-255	255-275	275-295	295-315	315-335	335-355	355-375	375-395	395-435	435-475	475-515	515 and over
Secretaries.....	7,548	38.5	287.00	278.00	247.50- 317.00	-	-	3	3	22	57	77	351	740	986	1349	1027	887	631	468	350	227	239	104	24	3
Manufacturing.....	313	39.5	300.00	290.00	270.00- 336.00	-	-	-	-	-	-	-	3	15	24	51	77	99	25	98	14	12	12	3	-	-
Nonmanufacturing.....	7,235	38.5	286.50	277.50	246.00- 317.00	-	-	3	3	22	57	77	348	725	962	1298	950	848	606	430	336	215	227	101	24	3
Transportation and utilities.....	1,128	39.5	319.50	303.00	268.50- 369.50	-	-	-	-	-	-	-	11	33	127	155	151	146	65	93	92	110	108	26	10	1
Secretaries I.....	920	38.0	254.50	248.00	221.50- 284.50	-	-	1	-	14	20	34	92	195	122	165	82	115	52	20	4	4	-	-	-	-
Nonmanufacturing.....	905	38.0	254.00	247.50	221.00- 284.50	-	-	1	-	14	20	34	91	194	121	165	78	113	50	16	4	4	-	-	-	-
Secretaries II.....	1,910	38.5	263.50	261.00	238.00- 280.00	-	-	-	-	5	27	19	119	224	462	460	261	121	89	44	32	45	2	-	-	-
Nonmanufacturing.....	1,789	38.0	262.50	259.00	238.00- 280.00	-	-	-	-	5	27	19	119	214	447	431	214	111	85	38	32	45	2	-	-	-
Transportation and utilities.....	291	39.0	288.50	265.00	249.00- 336.50	-	-	-	-	-	-	-	6	31	78	52	21	16	13	16	25	31	2	-	-	-
Secretaries III.....	3,112	38.0	291.00	288.00	259.00- 321.00	-	-	-	-	2	10	6	106	288	285	526	460	512	310	290	140	91	63	23	-	-
Manufacturing.....	105	39.5	303.00	302.50	276.00- 330.00	-	-	-	-	-	-	-	2	1	5	18	17	23	15	16	5	1	1	-	-	-
Nonmanufacturing.....	3,007	38.0	291.00	287.50	259.00- 321.00	-	-	-	-	2	10	6	104	287	280	508	443	489	295	274	135	90	62	22	-	-
Transportation and utilities.....	493	39.5	309.50	299.00	275.00- 342.00	-	-	-	-	-	-	-	5	-	26	85	108	97	30	44	33	42	21	2	-	-
Secretaries IV.....	1,254	39.0	317.50	309.00	269.00- 358.50	-	-	-	-	-	-	18	29	27	108	179	174	111	118	97	148	78	139	26	2	-
Manufacturing.....	54	39.5	328.50	338.50	281.00- 364.50	-	-	-	-	-	-	-	3	3	4	7	4	2	11	7	6	7	-	-	-	-
Nonmanufacturing.....	1,200	39.0	317.00	307.00	269.00- 358.50	-	-	-	-	-	-	18	29	24	105	175	167	107	116	86	141	72	132	26	2	-
Transportation and utilities.....	236	39.5	360.50	369.50	320.00- 407.50	-	-	-	-	-	-	-	-	2	5	6	16	26	19	29	25	33	67	8	-	-
Secretaries V.....	297	39.0	369.50	365.00	313.50- 438.50	-	-	-	-	-	-	-	-	-	1	9	43	22	58	14	26	9	35	55	22	3
Nonmanufacturing.....	279	39.0	369.00	345.50	310.50- 438.50	-	-	-	-	-	-	-	-	-	1	9	41	22	56	13	24	4	31	53	22	3
Transportation and utilities.....	69	39.0	411.00	415.00	373.50- 438.50	-	-	-	-	-	-	-	-	-	-	2	-	2	3	4	9	4	18	16	10	1
Stenographers.....	238	39.0	274.50	286.00	180.00- 343.50	-	-	-	-	49	21	7	14	10	10	2	15	25	20	9	12	9	32	3	-	-
Nonmanufacturing.....	229	39.0	276.50	286.00	180.00- 346.50	-	-	-	-	49	21	7	8	8	9	2	15	25	20	9	12	9	32	3	-	-
Stenographers I.....	84	39.5	324.50	316.00	289.50- 399.00	-	-	-	-	-	-	-	5	5	7	1	6	17	11	6	-	3	23	-	-	-
Nonmanufacturing.....	80	40.0	330.00	316.50	299.50- 400.50	-	-	-	-	-	-	-	1	5	7	1	6	17	11	6	-	3	23	-	-	-
Transportation and utilities.....	79	40.0	331.50	317.00	302.00- 402.00	-	-	-	-	-	-	-	-	5	7	1	6	17	11	6	-	3	23	-	-	-
Stenographers II.....	154	38.5	247.00	193.00	170.50- 326.50	-	-	-	-	49	21	7	9	5	3	1	9	8	9	3	12	6	9	3	-	-
Nonmanufacturing.....	149	38.5	248.00	188.50	170.50- 327.50	-	-	-	-	49	21	7	7	3	2	1	9	8	9	3	12	6	9	3	-	-
Transcribing-machine typists.....	167	37.5	265.00	266.00	196.00- 305.50	-	-	-	-	20	14	20	1	17	34	7	25	8	1	-	-	-	20	-	-	-
Nonmanufacturing.....	141	37.0	261.00	257.50	196.00- 305.50	-	-	-	-	20	14	20	1	10	32	1	20	3	-	-	-	-	20	-	-	-
Typists.....	1,368	38.5	218.50	208.00	179.50- 250.00	18	7	71	117	55	159	140	185	187	117	82	91	15	109	-	-	-	15	-	-	-
Manufacturing.....	199	39.0	230.00	224.00	204.50- 254.50	-	-	2	6	2	19	10	33	55	24	11	25	7	5	-	-	-	-	-	-	-
Nonmanufacturing.....	1,169	38.5	217.00	202.00	177.00- 249.00	18	7	69	111	53	140	130	152	132	93	71	66	8	104	-	-	-	15	-	-	-
Typists I.....	909	38.5	217.00	200.00	177.50- 243.50	18	7	44	96	34	104	124	126	96	59	54	24	4	104	-	-	-	15	-	-	-
Manufacturing.....	90	38.5	212.50	207.00	184.00- 233.50	-	-	2	6	2	17	8	16	22	8	2	-	3	4	-	-	-	-	-	-	-
Nonmanufacturing.....	819	38.5	217.50	200.00	175.50- 251.50	18	7	42	90	32	87	116	110	74	51	52	24	1	100	-	-	-	15	-	-	-
Typists II.....	459	39.0	222.50	221.00	183.00- 254.00	-	-	27	21	21	55	16	59	91	58	28	67	11	5	-	-	-	-	-	-	-
Manufacturing.....	109	39.0	245.00	238.00	221.00- 276.00	-	-	-	-	-	2	2	17	33	16	9	25	4	1	-	-	-	-	-	-	-
Nonmanufacturing.....	350	38.5	215.50	214.00	179.00- 244.50	-	-	27	21	21	53	14	42	58	42	19	42	7	4	-	-	-	-	-	-	-
File clerks.....	1,201	38.0	199.00	182.50	150.00- 225.00	73	146	146	39	130	82	117	113	118	45	53	11	5	32	43	45	-	3	-	-	-
Manufacturing.....	61	39.0	187.00	174.00	154.00- 198.00	-	2	15	6	9	7	6	6	1	2	3	1	2	1	-	-	-	-	-	-	-
Nonmanufacturing.....	1,140	38.0	199.50	184.00	150.00- 225.00	73	144	131	33	121	75	111	107	117	43	50	10	3	31	43	45	-	3	-	-	-
Transportation and utilities.....	52	39.5	249.50	223.00	195.50- 288.00	-	-	-	2	-	3	8	7	10	2	-	10	3	1	3	-	-	3	-	-	-
File clerks I.....	579	37.0	212.00	175.00	148.00- 257.00	7	132	104	29	7	31	15	4	54	23	52	1	5	30	40	45	-	-	-	-	-
Nonmanufacturing.....	556	37.0	213.00	175.00	145.50- 257.00	7	132	97	27	5	28	15	1	53	23	50	-	3	30	40	45	-	-	-	-	-

See footnotes at end of tables.

Table A-1. Weekly earnings of office workers in Washington, D.C.-Md.-Va., March 1981 —Continued

Occupation and industry division	Number of workers	Average weekly hours ¹ (standard)	Weekly earnings (in dollars) ¹			Number of workers receiving straight-time weekly earnings (in dollars) of —																						
			Mean ²	Median ²	Middle range ²	125 and under 135	135-145	145-155	155-165	165-175	175-185	185-195	195-215	215-235	235-255	255-275	275-295	295-315	315-335	335-355	355-375	375-395	395-435	435-475	475-515	515 and over		
File clerks II.....	459	38.5	175.00	174.50	152.00- 192.00	66	14	42	10	121	46	74	41	32	8	-	4	-	1	-	-	-	-	-	-	-	-	-
Nonmanufacturing.....	424	38.5	175.00	174.50	151.50- 192.00	66	12	34	6	114	42	68	38	32	8	-	4	-	-	-	-	-	-	-	-	-	-	
File clerks III.....	163	39.0	219.00	206.00	202.50- 226.50	-	-	-	-	2	5	28	68	32	14	1	6	-	1	3	-	-	3	-	-	3	-	-
Nonmanufacturing.....	160	39.0	218.50	206.00	202.50- 226.50	-	-	-	-	2	5	28	68	32	12	-	6	-	1	3	-	-	3	-	-	3	-	-
Messengers.....	481	37.5	200.50	195.00	167.00- 228.00	15	20	48	33	37	38	47	90	44	69	7	3	14	3	13	-	-	-	-	-	-	-	-
Nonmanufacturing.....	460	37.5	202.00	196.00	170.50- 230.00	15	16	48	24	37	36	47	88	42	67	7	3	14	3	13	-	-	-	-	-	-	-	-
Transportation and utilities.....	52	38.5	246.50	233.00	186.00- 301.50	-	-	-	6	3	-	7	4	8	-	1	3	14	3	3	-	-	-	-	-	-	-	-
Switchboard operators.....	637	39.0	192.50	191.50	168.00- 192.50	7	19	23	32	124	49	254	25	41	26	7	7	2	2	4	15	-	-	-	-	-	-	-
Nonmanufacturing.....	617	39.0	191.50	186.50	168.00- 192.50	7	19	23	32	124	49	253	19	39	21	2	6	2	2	4	15	-	-	-	-	-	-	-
Transportation and utilities.....	28	40.0	328.00	368.50	301.00- 368.50	-	-	-	-	-	-	-	2	-	5	-	-	-	2	4	15	-	-	-	-	-	-	-
Switchboard operator-receptionists.....	842	39.0	213.00	205.50	178.00- 239.50	36	-	52	64	39	81	36	131	153	80	72	27	59	7	-	5	-	-	-	-	-	-	-
Manufacturing.....	67	39.5	209.00	195.00	184.50- 220.00	-	-	-	7	6	4	17	12	8	5	1	-	-	7	-	-	-	-	-	-	-	-	-
Nonmanufacturing.....	775	39.0	213.50	214.00	178.00- 239.50	36	-	52	57	33	77	19	119	145	75	71	27	59	-	-	5	-	-	-	-	-	-	-
Order clerks.....	504	39.0	222.50	219.00	187.00- 242.50	-	-	21	43	11	41	53	59	121	62	23	21	28	5	8	8	-	-	-	-	-	-	-
Nonmanufacturing.....	462	39.0	221.00	219.00	187.00- 237.50	-	-	21	39	9	36	51	54	117	57	21	21	20	-	8	8	-	-	-	-	-	-	-
Order clerks I.....	241	38.0	215.00	212.50	180.00- 229.50	-	-	12	34	11	38	15	27	46	7	14	8	24	5	-	-	-	-	-	-	-	-	-
Nonmanufacturing.....	211	38.0	210.50	212.50	180.00- 229.50	-	-	12	30	9	36	13	25	42	6	14	8	16	-	-	-	-	-	-	-	-	-	-
Order clerks II.....	263	39.5	229.50	225.00	204.00- 246.00	-	-	9	9	-	3	38	32	75	55	9	13	4	-	8	8	-	-	-	-	-	-	-
Nonmanufacturing.....	251	39.5	230.00	225.00	204.00- 242.50	-	-	9	9	-	-	38	29	75	51	7	13	4	-	8	8	-	-	-	-	-	-	-
Accounting clerks.....	4,531	39.0	226.50	219.00	182.50- 257.00	48	102	150	275	325	273	389	611	692	499	326	185	149	307	89	37	15	59	-	-	-	-	-
Manufacturing.....	358	39.5	247.50	244.00	215.50- 276.00	-	2	5	10	14	14	14	31	51	73	50	27	15	35	14	1	1	1	-	-	-	-	-
Nonmanufacturing.....	4,173	39.0	225.00	215.50	180.00- 252.50	48	100	145	265	311	259	375	580	641	426	276	158	134	272	75	36	14	58	-	-	-	-	-
Transportation and utilities.....	546	39.0	290.50	311.50	238.00- 328.50	-	-	1	5	-	6	14	53	51	56	37	23	36	159	49	11	12	33	-	-	-	-	-
Accounting clerks I.....	431	39.0	194.50	192.00	175.00- 219.00	40	-	12	21	33	92	36	69	75	31	21	-	1	-	-	-	-	-	-	-	-	-	-
Manufacturing.....	73	40.0	208.50	210.00	173.00- 254.00	-	-	5	8	8	11	1	9	3	18	10	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing.....	358	38.5	191.50	192.00	176.00- 217.00	40	-	7	13	25	81	35	60	72	13	11	-	1	-	-	-	-	-	-	-	-	-	-
Accounting clerks II.....	2,333	39.0	215.50	200.00	170.00- 241.00	8	102	124	236	219	117	240	373	268	149	118	52	58	193	34	19	-	23	-	-	-	-	-
Manufacturing.....	136	39.0	253.00	243.00	220.00- 300.00	-	2	-	2	2	2	13	12	21	18	22	4	9	27	2	-	-	-	-	-	-	-	-
Nonmanufacturing.....	2,197	39.0	213.50	199.50	167.00- 239.00	8	100	124	234	217	115	227	361	247	131	96	48	49	166	32	19	-	23	-	-	-	-	-
Transportation and utilities.....	315	39.0	291.50	317.00	245.00- 328.50	-	-	-	-	-	1	6	35	28	19	27	12	22	139	8	-	-	18	-	-	-	-	-
Accounting clerks III.....	1,326	39.0	239.50	230.50	201.50- 263.50	-	-	14	18	73	64	112	156	284	231	113	88	42	49	43	5	5	29	-	-	-	-	-
Manufacturing.....	110	39.5	261.00	250.00	228.00- 286.00	-	-	-	-	4	1	-	5	23	28	7	20	2	8	12	-	-	-	-	-	-	-	-
Nonmanufacturing.....	1,216	39.0	237.50	230.00	200.00- 259.00	-	-	14	18	69	63	112	151	261	203	106	68	40	41	31	5	5	29	-	-	-	-	-
Transportation and utilities.....	153	39.5	296.00	297.00	238.00- 350.50	-	-	-	-	-	-	5	10	20	26	4	10	13	11	31	4	4	15	-	-	-	-	-
Accounting clerks IV.....	441	38.5	277.50	264.50	240.00- 312.00	-	-	-	-	-	1	13	65	88	74	45	48	65	12	13	10	7	-	-	-	-	-	-
Nonmanufacturing.....	402	38.0	279.00	264.50	240.00- 315.50	-	-	-	-	-	1	8	61	79	63	42	44	65	12	12	9	6	-	-	-	-	-	-
Transportation and utilities.....	38	39.5	342.00	338.50	331.50- 364.00	-	-	-	-	-	-	-	-	-	3	-	1	-	9	10	7	8	-	-	-	-	-	-
Payroll clerks.....	453	39.0	235.50	230.00	198.00- 275.00	-	4	-	50	35	6	14	76	47	55	48	46	44	8	8	1	2	9	-	-	-	-	-
Nonmanufacturing.....	407	39.0	230.50	227.50	194.00- 268.00	-	4	-	50	35	6	14	71	46	49	35	40	39	3	6	-	-	9	-	-	-	-	-
Transportation and utilities.....	37	39.5	269.00	246.50	229.00- 299.00	-	-	-	-	-	-	-	5	5	12	5	-	4	-	2	-	-	4	-	-	-	-	-
Key entry operators.....	2,697	39.0	210.00	197.00	170.00- 230.50	68	136	141	189	259	250	244	481	336	132	152	76	32	20	17	133	24	7	-	-	-	-	-
Manufacturing.....	111	39.0	236.00	221.00	199.50- 267.50	-	-	-	3	-	4	1	37	18	15	14	8	1	6	3	-	-	-	-	-	-	-	-
Nonmanufacturing.....	2,586	39.0	209.00	196.00	170.00- 227.50	68	136	141	186	259	246	243	444	318	117	138	68	31	19	11	130	24	7	-	-	-	-	-
Transportation and utilities.....	103	39.0	299.50	281.00	261.00- 328.50	-	-	-	-	-	-	-	8	3	11	20	16	12	9	-	-	24	-	-	-	-	-	-

See footnotes at end of tables.

Table A-1. Weekly earnings of office workers in Washington, D.C.-Md.-Va., March 1981 —Continued

Occupation and industry division	Number of workers	Average weekly hours ¹ (standard)	Weekly earnings (in dollars) ²			Number of workers receiving straight-time weekly earnings (in dollars) of —																				
			Mean ³	Median ³	Middle range ³	125 and under 135	135-145	145-155	155-165	165-175	175-185	185-195	195-215	215-235	235-255	255-275	275-295	295-315	315-335	335-355	355-375	375-395	395-435	435-475	475-515	515 and over
Key entry operators I	2,124	39.0	205.50	189.50	168.00- 219.00	68	136	141	176	233	211	215	364	193	63	85	37	18	7	16	130	24	7	-	-	-
Manufacturing	73	38.5	228.00	211.50	195.00- 249.00	-	-	-	3	-	4	1	29	9	9	6	6	-	-	6	-	-	-	-	-	-
Nonmanufacturing	2,051	39.0	204.50	189.50	164.00- 218.50	68	136	141	173	233	207	214	335	184	54	79	31	18	7	10	130	24	7	-	-	-
Transportation and utilities	69	39.0	305.50	280.50	258.50- 393.50	-	-	-	-	-	-	-	8	3	6	15	4	9	-	-	-	24	-	-	-	-
Key entry operators II	572	39.0	227.00	220.00	200.00- 247.50	-	-	-	13	26	39	29	116	143	69	67	39	14	13	1	3	-	-	-	-	-
Manufacturing	535	39.0	225.00	220.00	200.00- 246.00	-	-	-	13	26	39	29	109	134	63	59	37	13	12	1	-	-	-	-	-	-
Transportation and utilities	34	39.5	287.50	281.00	265.00- 312.50	-	-	-	-	-	-	-	-	-	5	5	12	3	9	-	-	-	-	-	-	-

See footnotes at end of tables.

Table A-2. Weekly earnings of professional and technical workers in Washington, D.C.-Md.-Va., March 1981

Occupation and industry division	Number of workers	Average weekly hours ¹ (standard)	Weekly earnings (in dollars) ¹			Number of workers receiving straight-time weekly earnings (in dollars) of —																			
			Mean ²	Median ²	Middle range ²	130 and under 140	140-150	150-160	160-170	170-180	180-200	200-220	220-240	240-260	260-300	300-340	340-380	380-420	420-460	460-500	500-540	540-580	580-620	620-660	660-700
Computer systems analysts (business).....	1,637	39.0	456.00	452.50	379.50- 527.00	-	-	-	-	-	-	7	-	45	207	151	202	230	266	176	174	85	61	23	10
Manufacturing	63	39.5	544.00	555.00	470.50- 639.00	-	-	-	-	-	-	-	-	-	2	5	6	-	12	4	4	8	12	6	4
Nonmanufacturing	1,574	39.0	452.50	445.50	375.00- 520.50	-	-	-	-	-	-	7	-	45	205	146	196	230	254	172	170	77	49	17	6
Transportation and utilities	168	39.5	451.50	443.50	380.50- 506.50	-	-	-	-	-	-	-	-	-	22	20	30	25	25	14	11	12	8	1	-
Computer systems analysts (business) I.....	221	39.0	348.00	340.00	322.00- 370.00	-	-	-	-	-	-	-	-	21	90	68	29	12	1	-	-	-	-	-	-
Nonmanufacturing	219	39.0	348.50	340.50	322.00- 370.50	-	-	-	-	-	-	-	-	21	88	68	29	12	1	-	-	-	-	-	-
Computer systems analysts (business) II.....	653	38.5	430.50	421.00	371.50- 465.00	-	-	-	-	-	-	-	-	10	82	83	148	130	75	53	27	22	22	1	-
Nonmanufacturing	637	38.5	430.00	421.00	371.50- 462.50	-	-	-	-	-	-	-	-	10	82	78	146	130	71	52	24	21	22	1	-
Transportation and utilities	86	39.5	469.00	449.00	409.00- 507.50	-	-	-	-	-	-	-	-	-	3	3	23	21	10	10	2	5	8	1	-
Computer systems analysts (business) III.....	763	39.5	509.00	508.00	462.00- 570.00	-	-	-	-	-	-	7	-	14	35	-	25	88	190	123	147	63	39	22	10
Nonmanufacturing	718	39.5	504.00	506.00	461.00- 566.50	-	-	-	-	-	-	7	-	14	35	-	21	88	182	120	146	56	27	16	6
Transportation and utilities	39	39.5	522.00	512.00	476.50- 576.00	-	-	-	-	-	-	-	-	-	-	-	-	4	15	4	9	7	-	-	-
Computer programmers (business).....	958	39.0	381.50	376.00	319.50- 438.50	-	-	-	-	9	6	5	20	99	162	202	140	151	106	28	24	6	-	-	-
Manufacturing	121	39.0	391.00	400.00	350.00- 449.00	-	-	-	-	3	-	4	-	13	10	8	37	23	19	3	1	-	-	-	-
Nonmanufacturing	837	39.0	380.00	375.00	319.50- 438.50	-	-	-	-	6	6	1	20	86	152	194	103	128	87	25	23	6	-	-	-
Computer programmers (business) I.....	240	38.5	332.00	307.50	288.00- 376.00	-	-	-	-	9	6	5	6	73	41	56	11	19	3	3	8	-	-	-	-
Nonmanufacturing	229	38.5	336.50	317.00	288.00- 376.00	-	-	-	-	6	6	1	6	69	41	56	11	19	3	3	8	-	-	-	-
Computer programmers (business) II.....	442	38.5	379.50	363.50	326.00- 438.50	-	-	-	-	-	-	-	14	26	107	130	50	34	48	13	14	6	-	-	-
Nonmanufacturing	400	38.5	381.00	363.50	326.50- 438.50	-	-	-	-	-	-	-	14	17	97	122	46	33	38	13	14	6	-	-	-
Computer programmers (business) III.....	276	39.5	427.50	431.00	400.00- 459.50	-	-	-	-	-	-	-	-	-	14	16	79	98	55	12	2	-	-	-	-
Nonmanufacturing	208	40.0	426.50	431.50	401.00- 461.00	-	-	-	-	-	-	-	-	-	14	16	46	76	46	9	1	-	-	-	-
Computer operators.....	1,668	38.5	277.00	274.00	230.50- 317.00	9	-	-	14	35	72	174	168	224	380	357	148	43	43	1	-	-	-	-	-
Manufacturing	92	39.0	284.00	280.00	226.00- 329.00	-	-	-	6	5	6	12	6	21	15	9	9	3	-	-	-	-	-	-	-
Nonmanufacturing	1,576	38.5	276.50	272.50	230.50- 317.00	9	-	-	14	29	67	168	156	218	359	342	139	34	40	1	-	-	-	-	-
Computer operators I.....	659	38.5	250.00	240.50	215.00- 310.00	9	-	-	14	35	56	129	75	90	71	159	17	4	-	-	-	-	-	-	-
Nonmanufacturing	623	38.5	249.50	240.50	215.00- 311.50	9	-	-	14	29	51	126	74	90	58	155	17	-	-	-	-	-	-	-	-
Computer operators II.....	667	38.5	279.00	274.50	242.50- 309.00	-	-	-	-	16	45	72	103	245	117	42	8	19	-	-	-	-	-	-	-
Nonmanufacturing	635	38.5	278.50	274.00	242.50- 309.00	-	-	-	-	16	42	67	98	238	111	39	6	18	-	-	-	-	-	-	-
Transportation and utilities	40	40.0	391.50	379.50	359.50- 450.00	-	-	-	-	-	-	-	-	3	3	14	4	16	-	-	-	-	-	-	-
Computer operators III.....	342	39.0	326.00	324.00	282.00- 355.00	-	-	-	-	-	-	21	31	64	81	89	31	24	1	-	-	-	-	-	-
Nonmanufacturing	318	39.0	326.50	324.00	282.50- 355.00	-	-	-	-	-	-	15	30	63	76	83	28	22	1	-	-	-	-	-	-
Peripheral equipment operators.....	51	39.0	222.00	197.00	193.50- 234.00	-	-	-	2	25	4	9	3	4	2	2	-	-	-	-	-	-	-	-	-
Nonmanufacturing	51	39.0	222.00	197.00	193.50- 234.00	-	-	-	2	25	4	9	3	4	2	2	-	-	-	-	-	-	-	-	-
Computer data librarians.....	109	38.0	277.00	285.50	252.50- 301.50	-	-	-	2	3	9	8	6	51	27	3	-	-	-	-	-	-	-	-	-
Nonmanufacturing	105	38.0	277.50	285.50	262.00- 301.50	-	-	-	2	3	9	5	6	51	27	2	-	-	-	-	-	-	-	-	-
Drafters.....	683	40.0	305.00	307.00	241.50- 359.50	-	-	14	7	6	12	33	72	83	77	154	113	63	25	24	-	-	-	-	-
Manufacturing	134	40.0	313.00	319.50	238.50- 382.50	-	-	-	1	5	15	13	11	15	11	27	25	11	-	-	-	-	-	-	-
Nonmanufacturing	549	40.0	303.00	307.00	245.00- 352.50	-	-	14	7	5	7	18	59	72	62	143	86	38	14	24	-	-	-	-	-
Transportation and utilities	164	39.5	348.50	343.50	307.50- 382.50	-	-	-	-	1	10	2	4	11	49	39	24	8	16	-	-	-	-	-	-

See footnotes at end of tables.

Table A-2. Weekly earnings of professional and technical workers in Washington, D.C.-Md.-Va., March 1981 —Continued

Occupation and industry division	Number of workers	Average weekly hours ¹ (standard)	Weekly earnings (in dollars) ¹			Number of workers receiving straight-time weekly earnings (in dollars) of —																				
			Mean ²	Median ²	Middle range ²	130 and under 140	140-150	150-160	160-170	170-180	180-200	200-220	220-240	240-260	260-300	300-340	340-380	380-420	420-460	460-500	500-540	540-580	580-620	620-660	660-700	700 and over
Drafters II	95	40.0	233.00	232.50	200.00- 260.50	-	-	7	-	5	9	16	12	21	7	18	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	80	40.0	235.00	241.00	206.00- 260.50	-	-	7	-	5	6	9	12	18	7	16	-	-	-	-	-	-	-	-	-	-
Drafters III	250	40.0	284.50	274.00	238.50- 327.00	-	-	-	-	-	-	7	57	49	34	63	25	15	-	-	-	-	-	-	-	-
Nonmanufacturing	220	40.0	288.50	297.00	240.00- 327.00	-	-	-	-	-	-	2	45	43	33	63	20	14	-	-	-	-	-	-	-	-
Transportation and utilities	60	39.5	342.00	334.50	323.00- 377.50	-	-	-	-	-	-	-	-	-	4	30	12	14	-	-	-	-	-	-	-	-
Drafters IV	190	40.0	345.00	355.00	295.50- 380.00	-	-	-	-	-	-	1	1	11	35	34	55	31	9	13	-	-	-	-	-	-
Manufacturing	52	40.0	329.00	341.50	280.00- 371.00	-	-	-	-	-	-	1	1	2	13	9	13	13	-	-	-	-	-	-	-	-
Nonmanufacturing	138	40.0	351.50	359.50	300.00- 380.00	-	-	-	-	-	-	-	-	9	22	25	42	18	9	13	-	-	-	-	-	-
Transportation and utilities	52	39.5	392.50	372.50	360.50- 415.00	-	-	-	-	-	-	-	-	-	-	3	27	10	6	6	-	-	-	-	-	-
Drafters V	119	40.0	370.50	370.00	307.00- 412.50	-	-	-	-	-	-	2	-	-	1	39	33	17	16	11	-	-	-	-	-	-
Nonmanufacturing	85	40.0	362.00	343.50	307.00- 404.00	-	-	-	-	-	-	-	-	-	-	39	24	6	5	11	-	-	-	-	-	-
Electronics technicians.....	585	40.0	374.50	370.00	300.50- 458.50	-	-	-	-	7	1	6	19	18	89	97	62	39	186	38	5	18	-	-	-	-
Manufacturing	179	40.0	299.50	297.00	265.00- 339.00	-	-	-	-	1	1	6	13	13	58	43	38	6	-	-	-	-	-	-	-	-
Nonmanufacturing	406	40.0	407.50	449.50	336.50- 458.50	-	-	-	-	6	-	-	6	5	31	54	24	33	186	38	5	18	-	-	-	-
Transportation and utilities	313	40.0	430.50	458.50	415.50- 458.50	-	-	-	-	-	-	-	-	3	7	35	17	22	182	24	5	18	-	-	-	-
Electronics technicians II.....	199	40.0	328.00	310.00	271.00- 401.00	-	-	-	-	1	1	6	7	9	60	48	15	10	28	14	-	-	-	-	-	-
Manufacturing	69	40.0	270.00	270.00	249.00- 294.00	-	-	-	-	1	1	6	7	7	35	6	6	-	-	-	-	-	-	-	-	-
Nonmanufacturing	130	40.0	359.00	335.00	302.00- 420.50	-	-	-	-	-	-	-	-	2	25	42	9	10	28	14	-	-	-	-	-	-
Transportation and utilities	87	40.0	364.50	359.50	310.00- 420.50	-	-	-	-	-	-	-	-	2	5	35	7	10	28	-	-	-	-	-	-	-
Electronics technicians III.....	346	40.0	415.00	458.50	350.00- 458.50	-	-	-	-	-	-	-	3	-	17	49	47	25	158	24	5	18	-	-	-	-
Manufacturing	95	40.0	328.50	328.50	308.00- 352.00	-	-	-	-	-	-	-	3	-	17	37	32	6	-	-	-	-	-	-	-	-
Nonmanufacturing	251	40.0	447.50	458.50	427.00- 458.50	-	-	-	-	-	-	-	-	-	-	12	15	19	158	24	5	18	-	-	-	-

See footnotes at end of tables.

Table A-3. Average weekly earnings of office, professional, and technical workers, by sex, in Washington, D.C.-Md.-Va., March 1981

Sex, ² occupation, and industry division	Number of workers	Average (mean ³)		Sex, ² occupation, and industry division	Number of workers	Average (mean ³)		Sex, ² occupation, and industry division	Number of workers	Average (mean ³)	
		Weekly hours ¹ (standard)	Weekly earnings (in dollars) ¹			Weekly hours ¹ (standard)	Weekly earnings (in dollars) ¹			Weekly hours ¹ (standard)	Weekly earnings (in dollars) ¹
Office occupations - men				Transcribing-machine typists.....	108	37.0	266.00	Accounting clerks III.....	1,046	39.0	238.50
Messengers.....	361	37.5	199.00	Nonmanufacturing.....	84	37.0	259.50	Manufacturing.....	105	39.5	260.00
Nonmanufacturing.....	350	37.5	199.00	Typists.....	1,269	38.5	220.50	Nonmanufacturing.....	941	39.0	236.00
Transportation and utilities.....	27	39.0	230.50	Manufacturing.....	189	39.0	227.50	Transportation and utilities.....	125	39.5	278.50
Order clerks.....	121	39.5	242.00	Nonmanufacturing.....	1,080	38.5	219.50	Accounting clerks IV.....	394	38.5	275.00
Nonmanufacturing.....	121	39.5	242.00	Typists I.....	898	38.5	216.00	Nonmanufacturing.....	359	38.0	276.50
Accounting clerks.....	458	39.0	230.50	Manufacturing.....	90	38.5	212.50	Transportation and utilities.....	25	39.5	335.50
Nonmanufacturing:				Nonmanufacturing.....	808	38.5	216.50	Payroll clerks.....	403	39.0	230.50
Transportation and utilities.....	66	38.5	317.00	Typists II:				Nonmanufacturing.....	359	39.0	224.50
Accounting clerks I.....	66	39.0	196.50	Manufacturing.....	99	39.0	241.50	Transportation and utilities.....	28	39.5	267.50
Nonmanufacturing.....	59	39.0	196.00	File clerks.....	929	37.5	202.00	Key entry operators.....	2,424	39.0	210.50
Accounting clerks II.....	127	39.5	200.50	Manufacturing.....	61	39.0	187.00	Manufacturing.....	105	39.0	238.00
Nonmanufacturing.....	121	39.5	198.50	Nonmanufacturing.....	868	37.5	203.00	Nonmanufacturing.....	2,319	39.0	209.00
Accounting clerks III:				Transportation and utilities.....	46	39.5	231.00	Transportation and utilities.....	89	39.0	287.50
Nonmanufacturing:				File clerks I.....	517	37.0	215.50	Key entry operators I.....	1,902	39.0	206.00
Transportation and utilities.....	28	39.0	374.00	Nonmanufacturing.....	494	37.0	216.50	Manufacturing.....	67	38.5	230.50
Office occupations - women				File clerks III.....	83	38.0	224.00	Nonmanufacturing.....	1,835	39.0	205.50
Secretaries.....	7,278	38.5	287.50	Nonmanufacturing.....	80	38.0	223.00	Transportation and utilities.....	55	39.0	287.50
Manufacturing.....	313	39.5	300.00	Messengers.....	120	37.5	206.00	Key entry operators II.....	521	39.0	225.50
Nonmanufacturing.....	6,965	38.5	286.50	Nonmanufacturing.....	110	37.5	211.50	Nonmanufacturing.....	484	39.0	223.50
Transportation and utilities.....	1,127	39.5	319.00	Transportation and utilities.....	25	38.5	264.00	Transportation and utilities.....	34	39.5	287.50
Secretaries I.....	895	38.0	255.00	Switchboard operators.....	608	39.0	193.00	Professional and technical occupations - men			
Nonmanufacturing.....	880	38.0	254.50	Nonmanufacturing.....	588	39.0	192.00	Computer systems analysts (business):			
Secretaries II.....	1,845	38.5	264.00	Transportation and utilities.....	28	40.0	328.00	Manufacturing.....	57	39.5	554.50
Nonmanufacturing.....	1,724	38.0	263.50	Switchboard operator-receptionists.....	842	39.0	213.00	Nonmanufacturing:			
Transportation and utilities.....	290	39.0	288.00	Manufacturing.....	67	39.5	209.00	Transportation and utilities.....	113	39.5	449.50
Secretaries III.....	3,020	38.0	291.50	Nonmanufacturing.....	775	39.0	213.50	Computer systems analysts (business) II:			
Manufacturing.....	105	39.5	303.00	Order clerks.....	383	39.0	216.50	Nonmanufacturing:			
Nonmanufacturing.....	2,915	38.0	291.00	Nonmanufacturing.....	341	38.5	213.50	Transportation and utilities.....	55	39.5	464.00
Transportation and utilities.....	493	39.5	309.50	Order clerks I.....	219	38.0	207.00	Computer systems analysts (business) III:			
Secretaries IV.....	1,233	39.0	317.00	Nonmanufacturing.....	189	38.0	201.00	Nonmanufacturing:			
Manufacturing.....	54	39.5	328.50	Order clerks II.....	164	39.5	228.50	Transportation and utilities.....	29	40.0	516.50
Nonmanufacturing.....	1,179	39.0	316.00	Nonmanufacturing.....	152	39.5	229.00	Computer programmers (business).....	639	39.0	383.50
Transportation and utilities.....	236	39.5	360.50	Accounting clerks.....	3,984	39.0	226.00	Manufacturing.....	66	39.0	395.50
Secretaries V.....	285	39.0	368.00	Manufacturing.....	336	39.5	247.50	Nonmanufacturing.....	573	39.0	382.00
Nonmanufacturing.....	267	39.0	367.50	Nonmanufacturing.....	3,648	39.0	224.00	Computer programmers (business) I.....	131	39.0	332.00
Transportation and utilities.....	69	39.0	411.00	Transportation and utilities.....	480	39.0	287.00	Nonmanufacturing.....	126	39.0	335.00
Stenographers.....	237	39.0	274.50	Accounting clerks I.....	362	38.5	194.00	Computer programmers (business) II.....	327	38.5	380.00
Nonmanufacturing.....	228	39.0	277.00	Manufacturing.....	66	40.0	209.50	Nonmanufacturing.....	300	38.5	381.50
Stenographers I.....	83	39.5	326.00	Nonmanufacturing.....	296	38.5	190.50	Computer programmers (business) III.....	181	40.0	427.00
Nonmanufacturing.....	79	40.0	331.50	Accounting clerks II.....	2,182	39.0	216.50	Nonmanufacturing.....	147	40.0	423.50
Transportation and utilities.....	79	40.0	331.50	Manufacturing.....	130	39.0	253.00				
Stenographers II.....	154	38.5	247.00	Nonmanufacturing.....	2,052	39.0	214.50				
Nonmanufacturing.....	149	38.5	248.00	Transportation and utilities.....	308	38.5	292.00				

See footnotes at end of tables.

Table A-3. Average weekly earnings of office, professional, and technical workers, by sex, in Washington, D.C.-Md.-Va., March 1981 —Continued

Sex, ² occupation, and industry division	Number of workers	Average (mean ³)		Sex, ² occupation, and industry division	Number of workers	Average (mean ³)		Sex, ² occupation, and industry division	Number of workers	Average (mean ³)	
		Weekly hours ¹ (stand-ard)	Weekly earnings (in dollars) ¹			Weekly hours ¹ (stand-ard)	Weekly earnings (in dollars) ¹			Weekly hours ¹ (stand-ard)	Weekly earnings (in dollars) ¹
Computer operators:				Electronics technicians	479	40.0	384.00	Computer programmers (business)	319	38.5	378.00
Manufacturing.....	57	38.5	284.50	Nonmanufacturing.....	351	40.0	415.50	Manufacturing.....	55	39.0	385.50
Nonmanufacturing:				Transportation and utilities.....	271	40.0	434.50	Nonmanufacturing.....	264	38.5	376.00
Transportation and utilities.....	92	39.0	334.50								
Computer operators II:				Electronics technicians II	182	40.0	333.00	Computer programmers			
Nonmanufacturing:				Manufacturing.....	60	40.0	272.00	(business) I	109	38.0	332.00
Transportation and utilities.....	33	40.0	400.00	Nonmanufacturing.....	122	40.0	363.00	Nonmanufacturing.....	103	38.0	338.50
				Transportation and utilities.....	80	40.0	370.50				
Drafters	517	40.0	319.00	Electronics technicians III	272	40.0	427.50	Computer programmers			
Manufacturing.....	101	40.0	319.00	Nonmanufacturing.....	216	40.0	451.50	(business) II	115	38.5	378.50
Nonmanufacturing.....	416	40.0	319.00					Nonmanufacturing.....	100	38.5	380.00
Transportation and utilities.....	155	39.5	352.00	Professional and technical							
Drafters II	66	40.0	245.00	occupations - women				Computer programmers			
Nonmanufacturing.....	52	40.0	250.00					(business) III	95	39.5	429.50
Drafters III	180	40.0	294.50	Computer systems analysts							
Manufacturing.....	158	40.0	302.50	(business):				Drafters	166	40.0	261.50
Nonmanufacturing.....	58	39.5	342.50	Nonmanufacturing:	55	39.0	455.50	Nonmanufacturing.....	133	40.0	253.00
Transportation and utilities.....				Transportation and utilities.....							
Drafters IV	145	40.0	356.50	Computer systems analysts				Drafters III	70	40.0	259.50
Nonmanufacturing.....	110	40.0	361.00	(business) II:				Nonmanufacturing.....	62	40.0	253.50
Transportation and utilities.....	50	39.5	392.00	Nonmanufacturing:	31	39.0	478.00				
Drafters V	110	40.0	373.50	Transportation and utilities.....							
Nonmanufacturing.....	82	40.0	360.50								

See footnotes at end of tables.

Table A-4. Hourly earnings of maintenance, toolroom, and powerplant workers in Washington, D.C.-Md.-Va., March 1981

Occupation and industry division	Number of workers	Hourly earnings (in dollars) ^a			Number of workers receiving straight-time hourly earnings (in dollars) of —																							
		Mean ²	Median ²	Middle range ²	4.70 and under 5.10	5.10 - 5.50	5.50 - 5.90	5.90 - 6.30	6.30 - 6.70	6.70 - 7.10	7.10 - 7.50	7.50 - 7.90	7.90 - 8.30	8.30 - 8.70	8.70 - 9.10	9.10 - 9.50	9.50 - 9.90	9.90 - 10.30	10.30 - 10.70	10.70 - 11.10	11.10 - 11.50	11.50 - 11.90	11.90 - 12.30	12.30 - 12.70	12.70 - 13.10	13.10 - 13.50	13.50 and over	
Maintenance carpenters.....	131	10.08	9.15	8.30-12.35	-	-	-	-	-	14	-	10	-	17	14	13	-	-	4	-	5	-	19	35	-	-	-	-
Nonmanufacturing.....	129	10.10	9.15	8.30-12.35	-	-	-	-	-	14	-	10	-	15	14	13	-	-	4	-	5	-	19	35	-	-	-	
Maintenance electricians.....	77	10.85	10.24	9.99-12.48	-	-	-	-	-	-	-	-	6	-	11	-	1	27	1	-	-	-	8	10	3	-	* 10	
Nonmanufacturing.....	63	10.51	10.24	8.73-12.05	-	-	-	-	-	-	-	-	6	-	11	-	1	26	1	-	-	-	8	-	-	-	10	
Maintenance painters.....	193	7.80	8.00	5.90- 8.70	14	7	25	16	-	7	-	2	29	30	42	-	-	4	-	-	-	-	-	16	1	-	-	
Nonmanufacturing.....	189	7.79	8.00	5.90- 8.70	14	7	25	15	-	7	-	2	28	30	40	-	-	4	-	-	-	-	-	16	1	-	-	
Maintenance mechanics (motor vehicles).....	360	10.08	9.99	8.90-11.07	-	1	-	6	-	-	-	22	19	22	31	5	19	67	2	79	26	50	-	-	1	10	-	
Manufacturing.....	94	9.48	9.97	8.57- 9.97	-	-	-	4	-	-	-	-	9	18	1	2	8	36	-	16	-	-	-	-	-	-	-	
Nonmanufacturing.....	266	10.30	10.86	8.91-11.40	-	1	-	2	-	-	-	22	10	4	30	3	11	31	2	63	26	50	-	-	1	10	-	
Transportation and utilities.....	161	10.31	10.86	9.63-10.94	-	-	-	-	-	-	-	12	7	2	14	3	10	24	-	63	-	15	-	-	1	10	-	
Stationary engineers.....	280	10.47	10.60	9.35-12.00	2	1	-	-	-	1	10	21	6	17	13	29	22	22	33	24	1	50	25	-	-	3	-	
Nonmanufacturing.....	265	10.41	10.60	9.52-12.00	2	1	-	-	-	1	10	21	2	17	11	29	22	22	33	24	1	44	25	-	-	-	-	

* All workers were at \$13.50 to \$13.90. Also see footnotes at end of tables.

Table A-5. Hourly earnings of material movement and custodial workers in Washington, D.C.-Md.-Va., March 1981

Occupation and industry division	Number of workers	Hourly earnings (in dollars) ^a			Number of workers receiving straight-time hourly earnings (in dollars) of —																							
		Mean ²	Median ²	Middle range ²	3.35 and under 3.55	3.55	3.75	4.15	4.55	4.95	5.35	5.75	6.15	6.55	6.95	7.35	7.75	8.15	8.55	8.95	9.35	9.75	10.15	10.55	10.95	11.35	11.75	
						3.75	4.15	4.55	4.95	5.35	5.75	6.15	6.55	6.95	7.35	7.75	8.15	8.55	8.95	9.35	9.75	10.15	10.55	10.95	11.35	11.75	12.15	
Truckdrivers.....	4,327	7.89	7.64	6.16- 9.67	23	1	98	70	57	212	214	293	718	209	77	294	578	200	96	55	81	64	120	38	12	570	247	
Manufacturing.....	401	8.29	7.97	7.60- 9.20	-	-	-	5	-	2	7	12	23	30	-	65	110	4	3	48	7	-	85	-	-	-	-	
Nonmanufacturing.....	3,926	7.85	7.50	6.16- 9.67	23	1	98	65	57	210	207	281	695	179	77	229	468	196	93	7	74	64	35	38	12	570	247	
Transportation and utilities.....	891	8.92	8.91	6.60-11.40	-	-	-	-	-	10	17	2	191	105	38	2	54	7	86	-	51	-	-	-	-	-	138	190
Truckdrivers, light truck.....	278	6.20	6.14	4.38- 7.65	3	-	58	18	12	-	28	20	23	6	32	55	3	-	-	-	-	-	-	-	20	-	-	
Nonmanufacturing.....	242	6.04	5.87	4.15- 7.01	3	-	58	14	12	-	28	20	23	6	32	23	3	-	-	-	-	-	-	-	20	-	-	
Truckdrivers, medium truck.....	1,496	6.84	6.16	5.62- 7.78	20	1	40	42	27	162	102	183	208	8	6	37	438	156	3	-	2	-	-	-	-	6	55	
Manufacturing.....	1,413	6.79	6.16	5.54- 7.78	20	1	40	42	27	161	98	177	208	8	6	27	380	154	3	-	-	-	-	-	-	6	55	
Transportation and utilities.....	125	9.41	7.77	7.77-11.97	-	-	-	-	-	10	-	-	-	-	-	2	54	2	2	-	-	-	-	-	-	-	55	
Truckdrivers, heavy truck.....	975	7.59	6.85	6.46- 8.16	-	-	-	1	-	1	19	2	369	135	10	90	104	20	84	48	18	-	-	-	-	18	56	
Manufacturing.....	137	8.14	8.13	7.60- 9.20	-	-	-	1	-	1	3	2	5	10	-	15	50	2	-	48	-	-	-	-	-	-	-	
Nonmanufacturing.....	838	7.50	6.72	6.45- 8.08	-	-	-	-	-	-	16	-	364	125	10	75	54	18	84	-	18	-	-	-	-	18	56	
Transportation and utilities.....	429	7.65	6.65	6.40- 8.91	-	-	-	-	-	-	16	-	184	89	-	-	-	-	84	-	-	-	-	-	-	-	56	
Truckdrivers, tractor-trailer.....	906	9.89	11.60	7.50-11.68	-	-	-	-	-	4	12	70	46	36	25	82	20	5	9	7	10	29	25	-	12	408	106	
Manufacturing.....	60	6.99	6.75	6.20- 7.50	-	-	-	-	-	-	4	12	4	18	20	-	8	2	-	3	-	5	-	-	-	-	-	
Nonmanufacturing.....	846	10.10	11.60	7.58-11.68	-	-	-	-	-	4	12	66	28	16	25	74	18	5	6	7	5	29	25	-	12	408	106	
Shippers.....	206	8.31	9.01	6.52- 9.01	-	-	-	9	13	10	1	17	2	5	-	1	1	8	31	60	-	-	-	-	48	-	-	
Manufacturing.....	102	8.70	9.01	8.90- 9.01	-	-	-	-	-	2	1	-	2	4	-	1	1	-	31	60	-	-	-	-	-	-	-	
Nonmanufacturing.....	104	7.92	8.15	4.99-10.57	-	-	-	9	13	8	-	17	-	1	-	-	-	8	-	-	-	-	-	-	48	-	-	
Receivers.....	384	7.31	6.05	5.28-10.57	-	-	8	27	36	26	55	63	6	8	1	-	4	9	10	5	2	-	-	-	112	12	-	
Nonmanufacturing.....	349	7.34	6.03	5.38-10.57	-	-	4	21	34	24	55	63	6	7	-	-	4	7	-	-	-	-	-	-	112	12	-	
Shippers and receivers.....	830	5.40	4.15	4.15- 6.11	1	3	114	362	52	55	12	29	13	29	4	25	20	36	2	-	23	-	-	-	50	-	-	
Manufacturing.....	53	6.45	6.31	5.97- 7.15	-	2	-	3	5	1	2	8	9	8	3	-	-	10	-	-	2	-	-	-	-	-	-	
Nonmanufacturing.....	777	5.33	4.15	4.15- 5.66	1	1	114	359	47	54	10	21	4	21	1	25	20	26	2	-	21	-	-	-	50	-	-	
Warehousemen.....	1,649	6.30	6.05	5.31- 6.70	-	-	31	71	82	248	75	623	85	37	37	151	69	10	30	3	4	79	6	-	-	8	-	
Manufacturing.....	85	7.07	7.58	5.07- 8.90	-	-	1	5	8	14	6	1	1	4	-	9	-	-	30	-	-	-	6	-	-	-	-	
Nonmanufacturing.....	1,564	6.26	6.05	5.31- 6.50	-	-	30	66	74	234	69	622	84	33	37	142	69	10	-	3	4	79	-	-	-	8	-	
Transportation and utilities.....	131	6.92	6.00	5.85- 7.29	-	-	-	-	8	-	-	70	-	10	11	2	3	7	-	-	-	12	-	-	-	8	-	
Order fillers.....	1,321	7.39	6.13	4.50-10.86	2	-	278	54	145	31	56	99	22	8	63	-	-	-	62	-	6	9	7	198	258	23	-	
Nonmanufacturing.....	1,223	7.39	6.00	4.33-10.86	-	-	268	48	141	29	52	95	18	8	63	-	-	-	-	-	6	9	7	198	258	23	-	
Shipping packers.....	385	7.36	7.13	4.04-10.57	-	-	97	36	24	14	16	5	-	-	1	-	16	-	-	-	-	-	-	-	176	-	-	
Material handling laborers.....	1,615	6.68	6.67	4.86- 8.32	80	56	90	117	69	199	47	38	18	147	14	164	48	312	12	6	30	60	30	12	40	-	26	
Nonmanufacturing.....	1,377	6.66	6.42	4.73- 8.32	60	52	90	117	69	199	47	38	18	6	5	164	6	308	-	-	30	60	30	12	40	-	26	
Transportation and utilities.....	148	8.77	8.53	7.40-10.46	-	-	-	-	-	12	6	2	12	2	2	6	6	48	-	-	-	-	16	10	-	-	26	
Forklift operators.....	1,259	5.09	4.00	3.35- 6.30	576	-	54	66	124	41	53	17	29	108	18	11	1	26	6	28	-	-	-	-	28	73	-	
Manufacturing.....	90	7.52	6.82	6.30- 9.23	-	-	-	-	-	-	12	1	15	18	1	9	-	6	28	-	-	-	-	-	-	-	-	
Guards.....	4,142	4.50	4.22	3.42- 5.26	1298	132	570	329	583	216	602	117	102	63	39	15	11	23	3	10	-	29	-	-	-	-	-	
Manufacturing.....	61	5.31	4.50	4.00- 7.33	5	6	9	11	6	1	6	-	-	-	3	2	9	3	-	-	-	-	-	-	-	-	-	
Nonmanufacturing.....	4,081	4.49	4.17	3.42- 5.26	1293	126	561	318	577	215	596	117	102	63	36	13	2	20	3	10	-	29	-	-	-	-	-	
Guards I.....	2,745	4.03	3.75	3.40- 4.42	1233	120	494	302	219	166	102	37	50	-	3	5	9	4	-	1	-	-	-	-	-	-	-	
Nonmanufacturing.....	2,704	4.00	3.70	3.40- 4.42	1233	120	487	298	213	165	96	37	50	-	-	3	-	1	-	1	-	-	-	-	-	-	-	
Janitors, porters, and cleaners.....	14,389	3.93	3.70	3.70- 3.75	2758	7484	1718	737	392	631	117	130	79	23	69	110	2	25	45	3	20	27	6	-	13	-	-	
Manufacturing.....	233	5.59	5.73	4.23- 7.32	21	-	36	19	18	6	41	5	-	60	-	9	-	9	-	-	-	-	-	-	-	-	-	
Nonmanufacturing.....	14,156	3.90	3.70	3.70- 3.75	2737	7484	1682	718	374	613	111	89	74	23	9	110	2	16	45	3	20	27	6	-	13	-		
Transportation and utilities.....	164	7.20	6.56	6.29- 8.77	-	-	5	1	-	6	4	2	63	22	-	-	2	-	45	3	-	11	-	-	-	-	-	

See footnotes at end of tables.

Table A-6. Average hourly earnings of maintenance, toolroom, powerplant, material movement, and custodial workers, by sex, in Washington, D.C.-Md.-Va., March 1981

Sex, ¹ occupation, and industry division	Number of workers	Average (mean ²) hourly earnings (in dollars) ³	Sex, ¹ occupation, and industry division	Number of workers	Average (mean ²) hourly earnings (in dollars) ³	Sex, ¹ occupation, and industry division	Number of workers	Average (mean ²) hourly earnings (in dollars) ³
Maintenance, toolroom, and powerplant occupations - men			Truckdrivers, heavy truck	969	7.56	Guards.....	3,661	4.53
Maintenance carpenters	130	10.06	Manufacturing.....	137	8.14	Manufacturing.....	53	5.40
Nonmanufacturing.....	128	10.09	Nonmanufacturing.....	832	7.46	Nonmanufacturing.....	3,608	4.52
Maintenance electricians	77	10.85	Transportation and utilities.....	423	7.59	Transportation and utilities.....	158	7.45
Nonmanufacturing.....	63	10.51	Truckdrivers, tractor-trailer.....	891	9.86	Guards I.....	2,320	4.02
Maintenance painters.....	192	7.77	Manufacturing.....	60	6.99	Nonmanufacturing.....	2,281	3.98
Nonmanufacturing.....	188	7.77	Nonmanufacturing.....	831	10.07	Guards II:		
Maintenance mechanics (motor vehicles).....	359	10.08	Shippers.....	199	8.38	Nonmanufacturing:		
Manufacturing.....	94	9.48	Nonmanufacturing.....	101	7.98	Transportation and utilities.....	157	7.47
Nonmanufacturing.....	265	10.29	Receivers.....	351	7.50	Janitors, porters, and cleaners.....	6,104	4.12
Transportation and utilities.....	161	10.31	Nonmanufacturing.....	324	7.47	Manufacturing.....	195	5.72
Stationary engineers.....	265	10.60	Shippers and receivers:			Nonmanufacturing.....	5,909	4.06
Nonmanufacturing.....	250	10.54	Manufacturing.....	53	6.45	Transportation and utilities.....	98	7.21
Material movement and custodial occupations - men			Warehousemen.....	1,571	6.29	Material movement and custodial occupations - women		
Truckdrivers.....	4,284	7.88	Manufacturing.....	75	7.40	Guards.....	402	4.13
Manufacturing.....	401	8.29	Nonmanufacturing.....	1,496	6.24	Guards I.....	368	3.97
Nonmanufacturing.....	3,883	7.84	Transportation and utilities.....	129	6.92	Nonmanufacturing.....	366	3.95
Transportation and utilities.....	876	8.91	Order fillers.....	1,077	7.91	Janitors, porters, and cleaners.....	8,251	3.79
Truckdrivers, light truck.....	256	6.14	Nonmanufacturing.....	987	7.96	Manufacturing.....	8,213	3.78
Nonmanufacturing.....	220	5.96	Material handling laborers.....	1,414	6.98	Transportation and utilities.....	66	7.19
Truckdrivers, medium truck.....	1,496	6.84	Nonmanufacturing.....	1,176	7.01			
Nonmanufacturing.....	1,413	6.79	Transportation and utilities.....	148	8.77			
Transportation and utilities.....	125	9.41	Forklift operators.....	1,200	5.11			
			Manufacturing.....	89	7.53			

See footnotes at end of tables.

Table A-7. Indexes of earnings and percent increases for selected occupational groups, Washington, D.C.-Md.-Va., selected periods

Period ¹	All industries					Manufacturing					Nonmanufacturing			
	Office clerical	Electronic data processing	Industrial nurses	Skilled maintenance	Unskilled plant	Office clerical	Electronic data processing	Industrial nurses	Skilled maintenance	Unskilled plant	Office clerical	Electronic data processing	Industrial nurses	Unskilled plant
Indexes (March 1977 = 100):														
March 1980.....	124.6	121.4	122.1	123.5	121.4	(*)	(*)	(*)	(*)	123.3	124.7	121.2	(*)	121.3
March 1981.....	135.9	131.6	130.3	133.9	138.3	(*)	(*)	(*)	(*)	139.3	136.0	131.4	(*)	138.3
Percent increases:														
March 1972 to March 1973.....	5.4	(*)	7.3	6.7	5.3	(*)	(*)	(*)	(*)	6.9	5.3	(*)	(*)	5.6
March 1973 to March 1974.....	6.4	(*)	5.2	8.9	4.2	(*)	(*)	(*)	10.4	10.9	6.4	(*)	(*)	3.7
March 1974 to March 1975.....	7.8	7.9	6.6	9.5	7.9	(*)	(*)	(*)	11.3	15.2	7.7	7.9	(*)	7.1
March 1975 to March 1976.....	7.0	6.3	8.1	7.8	10.2	(*)	(*)	(*)	6.5	3.9	7.0	6.4	(*)	10.6
March 1976 to March 1977.....	7.0	6.5	6.9	7.6	4.6	(*)	(*)	(*)	8.1	10.2	7.1	6.7	(*)	4.2
March 1977 to March 1978.....	7.9	5.5	8.7	7.9	4.8	(*)	(*)	(*)	7.2	7.2	8.1	5.5	(*)	4.6
March 1978 to March 1979.....	6.2	7.1	6.8	5.8	7.6	(*)	(*)	(*)	7.2	6.1	7.1	7.1	6.3	7.7
March 1979 to March 1980.....	8.7	7.4	5.2	8.1	7.6	(*)	(*)	(*)	(*)	7.3	8.7	7.3	4.6	7.6
March 1980 to March 1981.....	9.1	8.4	6.7	8.4	13.9	(*)	(*)	(*)	(*)	13.0	9.1	8.4	(*)	14.0

See footnotes at end of tables.

Table A-8. Pay relationships in establishments with paired office clerical occupations, Washington, D.C.-Md.-Va., March 1981

Occupation for which earnings are compared	Occupation for which average earnings equal 100																								
	Secretaries					Stenographers		Transcribing machine typists	Typists		File clerks			Messengers	Switchboard operators	Switchboard operator-receptionists	Order clerks		Accounting clerks				Payroll clerks	Key entry operators	
	I	II	III	IV	V	I	II		I	II	I	II	III				I	II	I	II	I	II		III	IV
Secretaries I.....	100	93	83	73	(*)	(*)	(*)	125	114	137	129	112	127	119	106	(*)	(*)	116	108	95	85	99	115	97	
Secretaries II.....	107	100	86	72	63	120	(*)	112	122	109	134	127	108	134	120	(*)	97	126	109	97	88	97	119	100	
Secretaries III.....	120	117	100	85	73	(*)	110	117	135	128	149	147	121	152	134	118	134	115	137	123	110	102	109	134	113
Secretaries IV.....	137	139	117	100	85	(*)	(*)	132	151	152	155	173	137	170	141	139	159	131	160	136	119	108	126	141	129
Secretaries V.....	(*)	159	138	117	100	(*)	(*)	194	166	191	198	212	149	168	147	162	(*)	(*)	201	155	139	126	153	174	153
Stenographers I.....	(*)	84	(*)	(*)	(*)	100	(*)	(*)	(*)	(*)	(*)	(*)	(*)	100	(*)	(*)	(*)	(*)	(*)	(*)	80	90	(*)	102	(*)
Stenographers II.....	(*)	(*)	91	(*)	(*)	(*)	100	(*)	(*)	(*)	(*)	(*)	(*)	(*)	(*)	(*)	(*)	(*)	(*)	88	(*)	(*)	(*)	(*)	(*)
Transcribing-machine typists.....	(*)	89	85	76	52	(*)	(*)	100	124	116	130	114	101	130	(*)	108	(*)	(*)	(*)	106	89	88	97	(*)	92
Typists I.....	80	82	74	66	60	(*)	(*)	80	100	82	101	106	91	101	102	87	(*)	(*)	112	89	79	74	80	96	83
Typists II.....	88	92	78	66	52	(*)	(*)	86	122	100	123	103	92	125	102	100	(*)	(*)	103	95	85	77	79	99	85
File clerks I.....	73	75	67	64	50	(*)	(*)	77	99	81	100	85	(*)	96	(*)	83	(*)	(*)	99	80	73	69	73	87	79
File clerks II.....	78	79	68	58	47	(*)	(*)	87	95	97	118	100	87	109	80	88	82	(*)	(*)	84	71	77	72	91	78
File clerks III.....	89	92	83	73	67	(*)	(*)	99	109	109	(*)	115	100	130	(*)	(*)	(*)	(*)	(*)	97	87	(*)	86	(*)	85
Messengers.....	79	75	66	59	59	100	(*)	77	99	80	105	92	77	100	87	81	91	74	99	85	71	70	68	87	74
Switchboard operators.....	84	83	75	71	68	(*)	(*)	(*)	98	98	(*)	125	(*)	115	100	92	109	(*)	93	95	84	71	74	98	87
Switchboard operator-receptionists.....	94	94	84	72	62	(*)	(*)	92	115	100	120	114	(*)	124	109	100	110	87	108	103	87	82	84	112	92
Order clerks I.....	(*)	(*)	74	63	(*)	(*)	(*)	(*)	(*)	(*)	(*)	122	(*)	110	91	91	100	81	97	88	83	80	82	103	92
Order clerks II.....	(*)	103	87	77	(*)	(*)	(*)	(*)	(*)	(*)	(*)	(*)	(*)	134	(*)	114	124	100	(*)	113	111	88	101	129	109
Accounting clerks I.....	87	79	73	63	50	(*)	(*)	(*)	89	97	101	(*)	(*)	101	107	92	103	(*)	100	80	79	77	76	93	80
Accounting clerks II.....	92	92	81	74	65	(*)	114	95	113	105	125	119	103	118	105	97	114	88	125	100	83	75	89	111	90
Accounting clerks III.....	106	103	91	84	72	125	(*)	112	127	117	136	141	115	142	119	115	108	90	127	120	100	90	94	117	100
Accounting clerks IV.....	117	113	98	93	80	112	(*)	113	135	130	146	130	(*)	144	141	122	124	113	130	133	111	100	106	125	114
Payroll clerks.....	101	103	92	79	66	(*)	(*)	103	126	126	137	140	116	147	136	119	122	99	132	112	106	94	100	122	107
Key entry operators I.....	87	84	75	71	57	98	(*)	(*)	104	101	115	109	(*)	114	103	90	97	77	108	90	86	80	82	100	85
Key entry operators II.....	103	100	89	78	65	(*)	(*)	108	121	118	127	128	117	135	115	108	108	92	124	111	100	88	94	117	100

NOTE: This matrix table shows the average (mean) relationship of earnings in establishments between any two occupations compared. Earnings for an occupation in the table stub are expressed as a percent of the earnings for an occupation in the column heading at the point where the data lines for the two intersect. For example, reading across the Secretaries II row, the 107 in the Secretaries I column indicates that Secretaries II average 107 percent of (or 7 percent more

than) the earnings of Secretaries I.

See appendix A for method of computation.

Also see footnotes at end of tables.

Table A-9. Pay relationships in establishments with paired professional and technical occupations, Washington, D.C.-Md.-Va., March 1981

Occupation for which earnings are compared	Occupation for which average earnings equal 100																
	Computer systems analysts (business)			Computer programmers (business)			Computer operators			Peripheral equipment operators	Computer data librarians	Drafters ^a				Electronics technicians	
	I	II	III	I	II	III	I	II	III			II	III	IV	V	II	III
Computer systems analysts (business) I	100	83	68	116	104	(*)	137	117	107	(*)	123	126	111	95	78	95	(*)
Computer systems analysts (business) II	120	100	82	155	130	125	170	146	123	174	151	233	174	146	122	159	(*)
Computer systems analysts (business) III	147	122	100	180	166	146	208	185	156	(*)	(*)	240	192	165	130	140	119
Computer programmers (business) I	87	65	56	100	80	71	136	116	100	(*)	123	(*)	117	86	71	(*)	(*)
Computer programmers (business) II	96	77	60	125	100	84	144	129	108	(*)	123	(*)	(*)	115	(*)	140	(*)
Computer programmers (business) III	(*)	80	69	141	119	100	162	144	122	(*)	(*)	(*)	(*)	134	(*)	(*)	(*)
Computer operators I	73	59	48	74	69	62	100	85	70	102	90	139	93	75	56	73	(*)
Computer operators II	85	68	54	86	77	69	118	100	84	125	103	120	105	87	65	90	76
Computer operators III	94	81	64	100	92	82	143	119	100	(*)	125	(*)	123	95	(*)	(*)	(*)
Peripheral equipment operators	(*)	57	(*)	(*)	(*)	(*)	98	80	(*)	100	(*)	(*)	(*)	63	(*)	68	(*)
Computer data librarians	82	66	(*)	81	81	(*)	111	97	80	(*)	100	137	98	83	70	(*)	(*)
Drafters II	79	43	42	(*)	(*)	(*)	72	83	(*)	(*)	73	100	79	73	58	73	(*)
Drafters III	90	57	52	86	(*)	(*)	108	95	81	(*)	102	127	100	81	71	91	71
Drafters IV	105	69	61	116	87	74	133	115	105	158	120	137	124	100	80	113	91
Drafters V	127	82	77	142	(*)	(*)	178	153	(*)	(*)	144	171	141	124	100	138	113
Electronics technicians II	106	63	71	(*)	72	(*)	137	111	(*)	146	(*)	138	110	88	73	100	76
Electronics technicians III	(*)	(*)	84	(*)	(*)	(*)	(*)	131	(*)	(*)	(*)	(*)	140	110	89	131	100

See table A-8 for description of these pay relationships and appendix A for method of computation. Also see footnotes at end of tables.

Table A-10. Pay relationships in establishments with paired maintenance, toolroom, and powerplant occupations, Washington, D.C.-Md.-Va., March 1981

Occupation for which earnings are compared	Occupation for which average earnings equal 100				
	Carpenters	Electricians	Painters	Mechanics	
				Motor vehicles	Stationary engineers
Maintenance carpenters	100	(*)	107	101	90
Maintenance electricians	(*)	100	(*)	105	112
Maintenance painters	93	(*)	100	103	88
Maintenance mechanics (motor vehicles)	99	95	97	100	95
Stationary engineers	111	90	113	105	100

See table A-8 for description of these pay relationships and appendix A for method of computation. Also see footnotes at end of tables.

Table A-11. Pay relationships in establishments with paired material movement and custodial occupations, Washington, D.C.-Md.-Va., March 1981

Occupation for which earnings are compared	Occupation for which average earnings equal 100													
	Truckdrivers				Shippers	Receivers	Shippers and receivers	Warehousemen	Order fillers	Shipping packers	Material handling laborers	Forklift operators	Guards I	Janitors, porters, and cleaners
	Light truck	Medium truck	Heavy truck	Tractor-trailer										
Truckdrivers, light truck.....	100	(*)	(*)	(*)	(*)	117	85	(*)	(*)	(*)	(*)	(*)	126	137
Truckdrivers, medium truck.....	(*)	100	(*)	89	(*)	86	90	(*)	(*)	(*)	106	102	113	123
Truckdrivers, heavy truck.....	(*)	(*)	100	(*)	(*)	(*)	(*)	104	(*)	(*)	112	(*)	(*)	(*)
Truckdrivers, tractor-trailer.....	(*)	112	(*)	100	(*)	116	123	147	115	(*)	114	114	(*)	135
Shippers.....	(*)	(*)	(*)	(*)	100	101	(*)	100	109	(*)	(*)	(*)	(*)	117
Receivers.....	86	116	(*)	86	99	100	(*)	103	109	104	127	(*)	110	125
Shippers and receivers.....	118	111	(*)	82	(*)	(*)	100	98	98	(*)	100	96	165	128
Warehousemen.....	(*)	(*)	96	68	100	97	102	100	(*)	(*)	128	(*)	(*)	120
Order fillers.....	(*)	(*)	(*)	87	92	92	103	(*)	100	99	(*)	(*)	(*)	121
Shipping packers.....	(*)	(*)	(*)	(*)	(*)	96	(*)	(*)	101	100	(*)	(*)	(*)	117
Material handling laborers.....	(*)	94	90	88	(*)	79	100	78	(*)	(*)	100	95	133	125
Forklift operators.....	(*)	98	(*)	88	(*)	(*)	105	(*)	(*)	(*)	105	100	164	118
Guards I.....	80	88	(*)	(*)	(*)	91	61	(*)	(*)	(*)	75	61	100	98
Janitors, porters, and cleaners.....	73	81	(*)	74	85	80	78	83	83	85	80	85	102	100

See table A-8 for description of these pay relationships and appendix A for method of computation. Also see footnotes at end of tables.

Table A-12. Weekly earnings of office workers in establishments employing 500 workers or more in Washington, D.C.-Md.-Va., March 1981

Occupation and industry division	Number of workers	Average weekly hours ¹ (standard)	Weekly earnings (in dollars) ¹			Number of workers receiving straight-time weekly earnings (in dollars) of —																				
			Mean ²	Median ²	Middle range ²	125 and under 135	135-145	145-155	155-165	165-175	175-185	185-195	195-215	215-235	235-255	255-275	275-295	295-315	315-335	335-355	355-375	375-395	395-435	435-475	475-515	515 and over
Secretaries.....	4,386	39.0	289.50	280.00	249.50- 324.50	-	-	3	3	22	34	45	228	413	509	746	630	482	327	311	191	194	167	54	24	3
Manufacturing.....	233	40.0	303.00	295.00	275.00- 336.00	-	-	-	-	-	-	-	1	10	17	30	57	35	21	32	12	8	8	2	-	-
Nonmanufacturing.....	4,153	39.0	289.00	279.00	247.50- 324.00	-	-	3	3	22	34	45	227	403	492	716	573	447	306	279	179	186	159	52	24	3
Transportation and utilities.....	944	39.0	320.50	303.00	268.00- 373.50	-	-	-	-	-	-	-	6	33	102	129	130	112	50	77	82	110	80	22	10	1
Secretaries I.....	592	38.0	265.00	269.50	236.00- 296.00	-	-	1	-	14	20	20	39	48	80	117	82	99	44	20	4	4	-	-	-	-
Secretaries II.....	1,013	39.5	260.50	258.00	232.00- 280.00	-	-	-	-	5	4	19	112	135	194	232	176	41	19	20	23	31	2	-	-	-
Nonmanufacturing.....	903	39.5	258.50	255.00	230.50- 278.00	-	-	-	-	5	4	19	112	127	179	211	130	31	15	14	23	31	2	-	-	-
Secretaries III.....	1,787	39.0	289.00	287.00	251.00- 322.50	-	-	-	-	2	10	6	71	218	170	261	242	263	177	182	76	77	28	4	-	-
Manufacturing.....	76	39.5	315.50	314.50	296.50- 341.00	-	-	-	-	-	-	-	-	1	1	9	7	21	13	16	5	1	1	1	-	-
Nonmanufacturing.....	1,711	39.0	287.50	283.00	246.50- 321.00	-	-	-	-	2	10	6	71	217	169	252	235	242	164	166	71	76	27	3	-	-
Transportation and utilities.....	434	39.5	310.00	298.00	277.00- 342.00	-	-	-	-	-	-	-	-	-	21	75	103	87	25	35	25	42	19	2	-	-
Secretaries IV.....	769	39.5	330.50	327.50	277.00- 380.00	-	-	-	-	-	-	-	1	6	56	117	103	56	68	77	77	77	112	17	2	-
Nonmanufacturing.....	740	39.5	329.00	326.00	276.00- 377.00	-	-	-	-	-	-	-	1	6	56	117	103	54	66	71	70	71	106	17	2	-
Transportation and utilities.....	155	39.5	372.00	376.50	337.00- 406.00	-	-	-	-	-	-	-	-	2	-	-	2	10	14	24	25	33	41	4	-	-
Secretaries V.....	170	39.5	383.50	381.00	309.00- 450.50	-	-	-	-	-	-	-	-	-	1	9	20	17	15	9	11	5	25	33	22	3
Nonmanufacturing.....	167	39.5	383.00	377.50	308.00- 453.00	-	-	-	-	-	-	-	-	-	1	9	20	17	15	9	11	4	24	32	22	3
Transportation and utilities.....	66	39.0	415.00	415.50	374.50- 442.00	-	-	-	-	-	-	-	-	-	-	2	-	2	-	4	9	4	18	16	10	1
Stenographers.....	206	39.0	262.50	247.00	175.50- 329.00	-	-	-	-	49	21	7	10	10	10	2	7	25	20	9	12	9	12	3	-	-
Nonmanufacturing.....	201	39.0	263.50	252.00	175.50- 329.50	-	-	-	-	49	21	7	8	8	9	2	7	25	20	9	12	9	12	3	-	-
Stenographers II.....	146	38.5	245.00	188.50	170.50- 327.50	-	-	-	-	49	21	7	9	5	3	1	1	8	9	3	12	6	9	3	-	-
Transcribing-machine typists.....	57	37.5	259.50	257.50	245.00- 294.50	-	-	-	-	6	-	6	1	13	12	5	5	8	1	-	-	-	-	-	-	-
Typists.....	842	38.5	232.50	224.00	182.00- 275.00	-	7	33	40	53	97	43	93	121	88	54	81	8	109	-	-	-	15	-	-	-
Manufacturing.....	135	39.0	241.00	233.50	220.50- 272.50	-	-	-	2	-	8	2	19	42	20	8	25	4	5	-	-	-	-	-	-	-
Nonmanufacturing.....	707	38.5	231.00	217.00	178.50- 278.00	-	7	33	38	53	89	41	74	79	68	46	56	4	104	-	-	-	15	-	-	-
Typists I.....	474	38.5	241.50	231.00	187.50- 313.00	-	7	6	23	32	47	27	58	60	37	33	24	1	104	-	-	-	15	-	-	-
Nonmanufacturing.....	435	38.5	242.50	231.00	185.00- 317.00	-	7	6	21	32	41	27	52	47	31	31	24	1	100	-	-	-	15	-	-	-
Typists II.....	368	39.0	220.50	220.50	179.50- 254.00	-	-	27	17	21	50	16	35	61	51	21	57	7	5	-	-	-	-	-	-	-
Manufacturing.....	96	39.0	246.00	243.00	223.50- 278.00	-	-	-	-	2	2	13	29	14	6	25	4	1	-	-	-	-	-	-	-	-
Nonmanufacturing.....	272	39.0	211.50	201.50	176.00- 241.50	-	-	27	17	21	48	14	22	32	37	15	32	3	4	-	-	-	-	-	-	-
File clerks.....	286	38.0	196.50	185.00	156.00- 220.00	7	12	52	11	28	33	23	26	52	15	3	11	5	2	3	-	-	3	-	-	-
Nonmanufacturing.....	273	38.0	194.00	184.00	153.50- 219.00	7	12	52	11	28	33	22	22	51	15	-	10	3	1	3	-	-	3	-	-	-
Transportation and utilities.....	42	39.0	265.00	240.50	219.00- 292.00	-	-	-	-	-	-	3	7	10	2	-	10	3	1	3	-	-	3	-	-	-
File clerks I.....	92	38.5	170.50	152.00	148.00- 166.00	7	6	49	5	5	1	1	4	4	2	2	1	5	-	-	-	-	-	-	-	-
Nonmanufacturing.....	83	38.5	161.50	148.00	148.00- 155.00	7	6	49	5	5	1	1	1	3	2	-	-	3	-	-	-	-	-	-	-	-
File clerks III.....	81	38.0	237.50	226.50	214.50- 241.00	-	-	-	-	2	5	8	8	32	12	1	6	-	1	3	-	-	3	-	-	-
Nonmanufacturing.....	80	38.0	237.50	226.50	214.50- 241.00	-	-	-	-	2	5	8	8	32	12	-	6	-	1	3	-	-	3	-	-	-
Messengers.....	214	38.0	195.50	186.00	152.00- 225.00	-	16	48	16	7	16	24	32	20	5	7	3	14	3	3	-	-	-	-	-	-
Nonmanufacturing.....	206	38.0	195.00	186.00	152.00- 214.50	-	16	48	14	7	16	24	30	18	3	7	3	14	3	3	-	-	-	-	-	-
Transportation and utilities.....	52	38.5	246.50	233.00	186.00- 301.50	-	-	-	6	3	-	7	4	8	-	1	3	14	3	3	-	-	-	-	-	-
Switchboard operators.....	337	39.5	199.00	191.50	184.00- 192.50	4	-	21	28	16	20	187	10	9	13	3	7	2	2	-	15	-	-	-	-	-
Nonmanufacturing.....	333	39.5	198.50	191.50	184.00- 192.50	4	-	21	28	16	20	186	10	9	12	2	6	2	2	-	15	-	-	-	-	-

See footnotes at end of tables.

Table A-12. Weekly earnings of office workers in establishments employing 500 workers or more in Washington, D.C.-Md.-Va., March 1981 —Continued

Occupation and industry division	Number of workers	Average weekly hours ¹ (stand-ard)	Weekly earnings (in dollars) ¹			Number of workers receiving straight-time weekly earnings (in dollars) of —																					
			Mean ²	Median ²	Middle range ²	125 and under 135	135-145	145-155	155-165	165-175	175-185	185-195	195-215	215-235	235-255	255-275	275-295	295-315	315-335	335-355	355-375	375-395	395-435	435-475	475-515	515 and over	
Switchboard operator-receptionists.....	58	39.0	229.50	220.50	212.00- 254.00	-	-	-	2	3	3	4	12	14	8	3	2	5	2	-	-	-	-	-	-	-	-
Accounting clerks.....	1,703	39.0	234.50	216.00	178.00- 286.00	8	37	69	179	103	98	155	196	130	155	102	64	82	189	63	18	15	40	-	-	-	-
Manufacturing.....	122	39.0	277.00	271.50	254.00- 320.00	-	-	-	2	-	4	6	8	21	22	21	5	16	14	1	1	1	-	-	-	-	-
Nonmanufacturing.....	1,581	39.0	231.50	208.50	175.00- 281.50	8	37	69	179	101	98	151	190	122	134	80	43	77	173	49	17	14	39	-	-	-	-
Transportation and utilities.....	422	38.5	309.00	317.00	274.50- 333.00	-	-	1	5	-	5	4	15	24	26	35	13	32	159	47	11	12	33	-	-	-	-
Accounting clerks I.....	177	39.0	204.00	192.50	178.00- 237.50	-	-	7	13	15	33	35	17	8	27	21	-	1	-	-	-	-	-	-	-	-	-
Nonmanufacturing.....	150	39.0	196.00	191.50	177.00- 200.00	-	-	7	13	13	33	35	16	8	13	11	-	1	-	-	-	-	-	-	-	-	-
Accounting clerks II.....	928	39.0	222.50	196.50	164.00- 287.50	8	37	58	165	87	54	46	88	59	37	43	20	46	152	10	-	-	18	-	-	-	-
Nonmanufacturing.....	892	39.0	220.00	194.50	164.00- 281.50	8	37	58	165	87	54	42	86	58	35	33	18	45	140	8	-	-	18	-	-	-	-
Transportation and utilities.....	261	38.5	307.00	317.00	274.50- 328.50	-	-	-	-	-	1	1	7	17	13	27	12	18	139	8	-	-	18	-	-	-	-
Accounting clerks III.....	462	39.5	251.00	235.50	200.00- 286.00	-	-	4	1	1	11	73	82	54	70	30	32	19	17	43	5	5	15	-	-	-	-
Manufacturing.....	50	39.0	286.00	286.00	256.00- 329.00	-	-	-	-	-	-	2	7	4	1	18	2	4	12	-	-	-	-	-	-	-	-
Nonmanufacturing.....	412	39.5	247.00	231.50	200.00- 273.00	-	-	4	1	1	11	73	80	47	66	29	14	17	13	31	5	5	15	-	-	-	-
Transportation and utilities.....	86	39.0	344.50	350.50	320.00- 355.50	-	-	-	-	-	-	-	-	4	2	2	-	13	11	31	4	4	15	-	-	-	-
Accounting clerks IV.....	136	39.5	301.00	307.50	250.50- 340.00	-	-	-	-	-	1	9	9	21	8	12	16	20	10	13	10	7	-	-	-	-	-
Nonmanufacturing.....	127	39.5	300.50	304.50	250.00- 337.00	-	-	-	-	-	1	8	9	20	7	11	14	20	10	12	9	6	-	-	-	-	-
Transportation and utilities.....	36	39.5	342.00	337.00	330.50- 366.00	-	-	-	-	-	-	-	-	3	-	1	-	9	8	7	8	-	-	-	-	-	-
Payroll clerks.....	151	39.0	236.50	233.00	208.00- 266.00	-	4	-	8	8	2	5	18	33	15	32	8	10	3	4	1	-	-	-	-	-	-
Nonmanufacturing.....	139	39.0	234.00	229.00	201.00- 260.00	-	4	-	8	8	2	5	18	32	12	25	8	10	3	4	-	-	-	-	-	-	-
Key entry operators.....	638	39.0	216.50	206.00	189.00- 241.00	6	7	6	29	44	47	65	179	85	40	60	25	23	12	7	3	-	-	-	-	-	-
Manufacturing.....	50	39.0	252.50	236.00	213.00- 276.00	-	-	-	-	-	1	1	11	12	5	3	8	-	-	6	3	-	-	-	-	-	-
Nonmanufacturing.....	588	39.0	213.50	206.00	188.50- 234.50	6	7	6	29	44	46	64	168	73	35	57	17	23	12	1	-	-	-	-	-	-	-
Transportation and utilities.....	53	38.5	277.00	280.50	260.50- 301.50	-	-	-	-	-	-	-	5	3	4	13	7	12	9	-	-	-	-	-	-	-	-
Key entry operators I.....	336	39.0	207.50	200.00	177.50- 227.00	6	7	6	25	35	28	52	70	33	8	33	16	11	-	6	-	-	-	-	-	-	-
Nonmanufacturing.....	309	39.0	203.50	194.00	173.50- 221.00	6	7	6	25	35	27	51	67	27	5	32	10	11	-	-	-	-	-	-	-	-	-
Key entry operators II.....	301	39.5	226.50	213.50	200.00- 241.00	-	-	-	4	9	19	13	108	52	32	27	9	12	12	1	3	-	-	-	-	-	-
Nonmanufacturing.....	279	39.5	224.50	212.00	200.00- 241.00	-	-	-	4	9	19	13	101	46	30	25	7	12	12	1	-	-	-	-	-	-	-

See footnotes at end of tables.

Table A-13. Weekly earnings of professional and technical workers in establishments employing 500 workers or more in Washington, D.C.-Md.-Va., March 1981

Occupation and industry division	Number of workers	Average weekly hours ¹ (standard)	Weekly earnings (in dollars) ¹			Number of workers receiving straight-time weekly earnings (in dollars) of —																				
			Mean ²	Median ²	Middle range ²	150 and under 160	160 - 170	170 - 180	180 - 190	190 - 210	210 - 230	230 - 250	250 - 270	270 - 290	290 - 310	310 - 350	350 - 390	390 - 430	430 - 470	470 - 510	510 - 550	550 - 590	590 - 630	630 - 670	670 - 710	710 - 750
Computer systems analysts (business).....	1,120	39.0	468.50	461.50	400.00- 536.00	-	-	-	-	-	-	1	-	25	88	138	170	187	148	121	115	64	44	12	7	7
Nonmanufacturing.....	1,079	39.0	463.50	460.50	398.00- 530.50	-	-	-	-	-	-	1	-	25	88	138	168	187	141	118	109	60	32	7	5	5
Transportation and utilities.....	168	39.5	451.50	443.50	380.50- 506.50	-	-	-	-	-	-	-	-	-	22	29	27	28	21	13	10	11	6	1	-	-
Computer systems analysts (business) I.....	178	39.0	356.00	346.00	323.00- 375.50	-	-	-	-	-	-	1	-	19	72	50	26	10	-	-	-	-	-	-	-	-
Nonmanufacturing.....	178	39.0	356.00	346.00	323.00- 375.50	-	-	-	-	-	-	1	-	19	72	50	26	10	-	-	-	-	-	-	-	-
Computer systems analysts (business) II.....	452	39.5	445.00	427.00	391.00- 489.50	-	-	-	-	-	-	-	-	6	16	85	125	81	48	40	25	15	10	1	-	-
Nonmanufacturing.....	441	39.5	443.50	426.00	390.50- 486.00	-	-	-	-	-	-	-	-	6	16	85	123	81	44	38	22	15	10	1	-	-
Transportation and utilities.....	86	39.5	469.00	449.00	409.00- 507.50	-	-	-	-	-	-	-	-	-	3	9	22	23	8	6	1	7	6	1	-	-
Computer systems analysts (business) III.....	490	39.0	531.00	524.50	471.50- 570.00	-	-	-	-	-	-	-	-	-	-	3	19	96	100	81	90	49	34	11	7	7
Nonmanufacturing.....	460	39.0	524.50	517.50	470.00- 566.50	-	-	-	-	-	-	-	-	-	-	3	19	96	96	80	87	45	22	6	5	5
Transportation and utilities.....	39	39.5	522.00	512.00	476.50- 576.00	-	-	-	-	-	-	-	-	-	-	-	1	5	13	7	9	4	-	-	-	-
Computer programmers (business).....	651	39.0	398.50	395.00	352.00- 444.50	-	-	-	6	6	7	5	21	20	78	173	121	108	56	33	12	5	-	-	-	-
Nonmanufacturing.....	560	39.0	395.50	386.50	351.00- 440.00	-	-	-	6	6	7	2	21	16	76	165	89	86	39	30	12	5	-	-	-	-
Computer programmers (business) I.....	177	38.5	350.00	351.00	298.00- 376.00	-	-	-	6	6	7	4	20	15	20	55	26	4	5	9	-	-	-	-	-	-
Nonmanufacturing.....	173	38.5	351.50	351.00	298.00- 396.00	-	-	-	6	6	7	2	20	13	20	55	26	4	5	9	-	-	-	-	-	-
Computer programmers (business) II.....	249	39.5	398.50	375.00	349.50- 437.00	-	-	-	-	-	-	1	1	5	56	97	25	12	21	14	12	5	-	-	-	-
Nonmanufacturing.....	222	39.5	398.50	375.00	349.50- 410.50	-	-	-	-	-	-	-	1	3	54	89	22	11	11	14	12	5	-	-	-	-
Computer programmers (business) III.....	225	40.0	437.00	436.00	404.00- 461.50	-	-	-	-	-	-	-	-	-	2	21	70	92	30	10	-	-	-	-	-	-
Nonmanufacturing.....	165	40.0	438.00	438.50	410.00- 461.50	-	-	-	-	-	-	-	-	-	2	21	41	71	23	7	-	-	-	-	-	-
Computer operators.....	1,140	39.0	274.50	271.00	228.00- 317.00	-	5	15	29	66	179	118	139	144	104	239	75	18	9	-	-	-	-	-	-	-
Nonmanufacturing.....	1,097	39.0	272.00	270.00	227.50- 317.00	-	5	15	29	65	177	115	138	143	98	228	66	10	8	-	-	-	-	-	-	-
Computer operators I.....	483	39.0	255.50	240.00	216.00- 317.00	-	5	15	20	44	128	45	30	39	21	130	2	4	-	-	-	-	-	-	-	-
Nonmanufacturing.....	470	39.0	253.50	240.00	216.00- 317.00	-	5	15	20	43	128	44	30	38	19	126	2	-	-	-	-	-	-	-	-	-
Computer operators II.....	408	39.0	271.00	268.50	242.50- 293.00	-	-	-	9	22	47	52	79	83	50	33	29	4	-	-	-	-	-	-	-	-
Nonmanufacturing.....	392	39.0	269.50	268.00	242.50- 291.50	-	-	-	9	22	45	50	78	83	46	30	27	2	-	-	-	-	-	-	-	-
Computer operators III.....	249	39.5	317.00	318.00	280.00- 350.00	-	-	-	-	4	21	30	22	33	76	44	10	9	-	-	-	-	-	-	-	-
Nonmanufacturing.....	235	39.5	314.00	315.00	272.50- 343.00	-	-	-	-	4	21	30	22	33	72	37	8	8	-	-	-	-	-	-	-	-
Peripheral equipment operators.....	51	39.0	222.00	197.00	193.50- 234.00	-	-	2	7	18	6	9	1	1	4	3	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing.....	51	39.0	222.00	197.00	193.50- 234.00	-	-	2	7	18	6	9	1	1	4	3	-	-	-	-	-	-	-	-	-	-
Computer data librarians.....	85	39.0	273.50	283.00	240.50- 305.00	-	-	2	-	9	3	8	12	20	15	13	3	-	-	-	-	-	-	-	-	-
Drafters.....	313	40.0	317.00	315.50	252.00- 372.50	7	-	6	6	14	18	24	27	25	25	46	53	30	17	15	-	-	-	-	-	-
Manufacturing.....	59	40.0	306.00	300.00	234.00- 386.00	-	-	1	1	3	9	6	4	3	7	12	8	2	-	-	-	-	-	-	-	-
Nonmanufacturing.....	254	40.0	320.00	315.50	260.50- 377.00	7	-	5	5	11	9	18	23	22	22	39	41	22	15	15	-	-	-	-	-	-
Transportation and utilities.....	124	39.5	349.50	354.00	303.00- 415.00	-	-	-	-	7	6	4	10	1	12	22	27	16	6	13	-	-	-	-	-	-
Drafters III.....	96	40.0	291.00	272.00	238.00- 343.50	-	-	-	-	3	11	18	15	9	5	17	12	6	-	-	-	-	-	-	-	-
Nonmanufacturing.....	79	40.0	303.50	289.00	253.00- 343.50	-	-	-	-	1	3	14	13	9	4	17	12	6	-	-	-	-	-	-	-	-
Transportation and utilities.....	38	39.5	354.50	343.50	336.00- 382.50	-	-	-	-	-	-	-	3	1	1	15	12	6	-	-	-	-	-	-	-	-

See footnotes at end of tables.

Table A-13. Weekly earnings of professional and technical workers in establishments employing 500 workers or more in Washington, D.C.-Md.-Va., March 1981 —Continued

Occupation and industry division	Number of workers	Average weekly hours ¹ (standard)	Weekly earnings (in dollars) ¹			Number of workers receiving straight-time weekly earnings (in dollars) of —																				
			Mean ²	Median ²	Middle range ²	150 and under 160	160-170	170-180	180-190	190-210	210-230	230-250	250-270	270-290	290-310	310-350	350-390	390-430	430-470	470-510	510-550	550-590	590-630	630-670	670-710	710-750
Drafters IV.....	114	40.0	352.00	352.50	300.00- 382.50	-	-	-	-	-	1	2	5	16	9	22	31	11	13	4	-	-	-	-	-	-
Nonmanufacturing.....	87	40.0	361.00	359.50	306.00- 415.00	-	-	-	-	-	-	-	3	13	7	17	19	11	13	4	-	-	-	-	-	-
Transportation and utilities.....	36	39.5	395.00	372.50	359.50- 415.00	-	-	-	-	-	-	-	-	-	-	4	15	10	4	3	-	-	-	-	-	-
Electronics technicians.....	395	40.0	388.00	415.50	310.00- 458.50	-	-	-	-	1	1	7	22	29	22	68	30	36	156	21	2	-	-	-	-	-
Manufacturing.....	97	40.0	302.50	297.00	270.00- 335.00	-	-	-	-	1	1	5	16	18	15	25	12	4	-	-	-	-	-	-	-	-
Electronics technicians II.....	115	40.0	331.00	310.00	286.50- 361.00	-	-	-	-	1	1	5	7	21	11	36	10	9	14	-	-	-	-	-	-	-
Nonmanufacturing.....	85	40.0	352.50	335.00	310.00- 401.00	-	-	-	-	-	-	2	1	9	5	35	10	9	14	-	-	-	-	-	-	-
Electronics technicians III.....	258	40.0	424.00	458.50	384.00- 458.50	-	-	-	-	-	-	-	-	1	4	9	32	20	27	142	21	2	-	-	-	-

See footnotes at end of tables.

Table A-14. Average weekly earnings of office, professional, and technical workers, by sex in establishments employing 500 workers or more in Washington, D.C.-Md.-Va., March 1981

Sex, ² occupation, and industry division	Number of workers	Average (mean ²)		Sex, ² occupation, and industry division	Number of workers	Average (mean ²)		Sex, ² occupation, and industry division	Number of workers	Average (mean ²)	
		Weekly hours ¹ (standard)	Weekly earnings (in dollars) ¹			Weekly hours ¹ (standard)	Weekly earnings (in dollars) ¹			Weekly hours ¹ (standard)	Weekly earnings (in dollars) ¹
Office occupations - men				Messengers.....	54	39.0	207.00	Computer programmers (business) I.....	103	38.5	345.50
Messengers.....	160	38.0	191.50	Nonmanufacturing.....	52	39.0	209.00	Nonmanufacturing.....	101	38.5	346.50
Nonmanufacturing.....	154	38.0	190.50	Transportation and utilities.....	25	38.5	264.00	Computer programmers (business) II.....	160	39.5	408.50
Transportation and utilities.....	27	39.0	230.50	Switchboard operators.....	329	39.5	199.00	Nonmanufacturing.....	145	39.5	408.50
Accounting clerks: Nonmanufacturing: Transportation and utilities.....	66	38.5	317.00	Nonmanufacturing.....	325	39.5	198.50	Computer programmers (business) III.....	137	40.0	441.50
Accounting clerks III: Nonmanufacturing: Transportation and utilities.....	28	39.0	374.00	Switchboard operator-receptionists.....	58	39.0	229.50	Nonmanufacturing.....	108	39.5	441.00
Office occupations - women				Accounting clerks.....	1,359	39.0	234.50	Computer operators: Nonmanufacturing: Transportation and utilities.....	75	38.5	309.00
Secretaries.....	4,126	39.0	290.50	Manufacturing.....	111	39.0	276.50	Drafters.....	231	40.0	337.00
Manufacturing.....	233	40.0	303.00	Nonmanufacturing.....	1,248	39.0	231.00	Nonmanufacturing.....	189	39.5	342.50
Nonmanufacturing.....	3,893	39.0	290.00	Transportation and utilities.....	356	38.5	307.50	Transportation and utilities.....	117	39.5	354.00
Transportation and utilities.....	943	39.0	320.50	Accounting clerks I.....	126	39.0	205.00	Drafters III.....	69	40.0	308.00
Secretaries II.....	953	39.5	262.00	Nonmanufacturing.....	101	39.0	194.50	Nonmanufacturing.....	55	39.5	328.00
Nonmanufacturing.....	843	39.5	260.00	Accounting clerks II.....	836	39.0	225.00	Transportation and utilities.....	38	39.5	354.50
Secretaries III.....	1,695	39.0	289.00	Nonmanufacturing.....	803	39.0	223.00	Drafters IV.....	80	40.0	373.00
Manufacturing.....	76	39.5	315.50	Transportation and utilities.....	254	38.5	308.00	Nonmanufacturing.....	66	39.5	380.50
Nonmanufacturing.....	1,619	39.0	287.50	Accounting clerks III.....	292	39.5	252.50	Transportation and utilities.....	34	39.5	394.50
Transportation and utilities.....	434	39.5	310.00	Nonmanufacturing: Transportation and utilities.....	58	39.0	330.50	Electronics technicians.....	314	40.0	397.00
Secretaries IV.....	748	39.5	329.50	Accounting clerks IV.....	105	39.5	294.50	Nonmanufacturing.....	263	40.0	416.00
Nonmanufacturing.....	719	39.5	328.00	Nonmanufacturing.....	97	39.5	294.00	Electronics technicians II.....	98	40.0	341.00
Transportation and utilities.....	155	39.5	372.00	Payroll clerks.....	125	39.0	236.50	Nonmanufacturing.....	77	40.0	358.00
Secretaries V.....	163	39.5	379.50	Nonmanufacturing.....	113	39.0	233.00	Professional and technical occupations - women			
Nonmanufacturing.....	160	39.5	379.00	Key entry operators.....	547	39.0	216.50	Computer systems analysts (business): Nonmanufacturing: Transportation and utilities.....	55	39.0	455.50
Transportation and utilities.....	66	39.0	415.00	Nonmanufacturing.....	499	39.0	213.00	Computer systems analysts (business) II: Nonmanufacturing: Transportation and utilities.....	31	39.0	478.00
Stenographers.....	205	39.0	263.00	Transportation and utilities.....	51	38.5	277.50	Computer programmers (business).....	251	39.0	390.50
Nonmanufacturing.....	200	39.0	263.50	Key entry operators I.....	282	38.5	208.50	Nonmanufacturing.....	206	39.0	386.50
Stenographers II.....	146	38.5	245.00	Nonmanufacturing.....	257	39.0	203.00	Computer programmers (business) I.....	74	38.0	356.00
Typists.....	743	38.5	237.50	Key entry operators II.....	264	39.5	225.50	Nonmanufacturing.....	72	38.0	358.50
Manufacturing.....	125	39.0	238.00	Nonmanufacturing.....	242	39.5	223.50	Computer programmers (business) II.....	89	39.5	381.00
Nonmanufacturing.....	618	38.5	237.50	Professional and technical occupations - men				Nonmanufacturing.....	77	39.5	379.00
Typists I.....	463	38.5	241.00	Computer systems analysts (business): Nonmanufacturing: Transportation and utilities.....	113	39.5	449.50	Computer programmers (business) III.....	88	40.0	429.00
Nonmanufacturing.....	424	38.5	242.00	Computer systems analysts (business) II: Nonmanufacturing: Transportation and utilities.....	55	39.5	464.00	Drafters.....	82	40.0	261.50
Typists II: Manufacturing.....	86	39.0	242.50	Computer systems analysts (business) III: Nonmanufacturing: Transportation and utilities.....	29	40.0	516.50	Nonmanufacturing.....	65	40.0	254.50
File clerks: Nonmanufacturing: Transportation and utilities.....	36	39.0	244.50	Computer programmers (business).....	400	39.5	403.50				
File clerks I.....	75	38.0	174.50	Nonmanufacturing.....	354	39.0	401.00				
File clerks III.....	61	37.5	230.50								
Nonmanufacturing.....	60	37.5	230.00								

See footnotes at end of tables.

Table A-15. Hourly earnings of maintenance, toolroom, and powerplant workers in establishments employing 500 workers or more in Washington, D.C.-Md.-Va., March 1981

Occupation and industry division	Number of workers	Hourly earnings (in dollars) ^a			Number of workers receiving straight-time hourly earnings (in dollars) of —																						
		Mean ^b	Median ^b	Middle range ^b	4.90 and under 5.10	5.10-5.30	5.30-5.70	5.70-6.10	6.10-6.50	6.50-6.90	6.90-7.30	7.30-7.70	7.70-8.10	8.10-8.50	8.50-8.90	8.90-9.30	9.30-9.70	9.70-10.10	10.10-10.50	10.50-10.90	10.90-11.30	11.30-11.70	11.70-12.10	12.10-12.50	12.50-12.90	12.90-13.30	13.30-13.70
Maintenance carpenters.....	99	10.81	12.06	9.13-12.35	-	-	-	-	-	-	-	10	2	1	22	1	-	4	-	5	-	19	35	-	-	-	-
Nonmanufacturing.....	97	10.86	12.06	9.15-12.35	-	-	-	-	-	-	-	10	-	1	22	1	-	4	-	5	-	19	35	-	-	-	-
Maintenance electricians.....	76	10.87	10.24	10.12-12.48	-	-	-	-	-	-	-	4	2	11	-	-	2	26	-	-	-	8	10	3	-	10	
Nonmanufacturing.....	62	10.52	10.24	8.73-12.05	-	-	-	-	-	-	-	4	2	11	-	-	2	25	-	-	-	8	-	-	-	10	
Maintenance mechanics (motor vehicles).....	243	10.72	10.94	9.98-11.40	-	-	-	-	-	-	4	1	1	2	6	6	65	7	29	50	61	-	-	-	10	1	
Nonmanufacturing.....	191	10.84	10.94	9.99-11.40	-	-	-	-	-	-	4	1	1	2	6	6	29	7	29	34	61	-	-	-	10	1	
Transportation and utilities.....	123	10.54	10.86	9.99-10.94	-	-	-	-	-	-	4	1	1	2	6	6	29	-	29	34	-	-	-	-	10	1	
Stationary engineers.....	158	10.93	11.18	10.20-12.05	2	1	-	-	-	-	5	7	5	-	1	4	14	2	1	48	1	36	16	15	-	-	
Nonmanufacturing.....	152	10.88	11.18	10.00-12.02	2	1	-	-	-	-	5	7	5	-	1	4	14	2	1	48	1	36	10	15	-	-	

See footnotes at end of tables.

Table A-16. Hourly earnings of material movement and custodial workers in establishments employing 500 workers or more in Washington, D.C.-Md.-Va., March 1981

Occupation and industry division	Number of workers	Hourly earnings (in dollars)*			Number of workers receiving straight-time hourly earnings (in dollars) of —																							
		Mean ²	Median ²	Middle range ²	3.35	3.55	3.75	3.95	4.35	4.75	5.15	5.55	5.95	6.35	6.75	7.15	7.55	7.95	8.35	8.75	9.15	9.55	9.95	10.35	10.75	11.15	11.55	11.95
					and under 3.55	3.75	3.95	4.35	4.75	5.15	5.55	5.95	6.35	6.75	7.15	7.55	7.95	8.35	8.75	9.15	9.55	9.95	10.35	10.75	11.15	11.55	11.95	
Truckdrivers.....	926	9.53	10.30	7.77-11.60	3	-	3	11	5	-	13	15	60	15	56	19	74	84	23	5	5	40	38	18	24	6	409	
Nonmanufacturing.....	857	9.65	10.80	7.77-11.60	3	-	3	11	5	-	13	15	60	15	56	19	64	32	23	5	3	35	38	18	24	6	409	
Transportation and utilities.....	105	7.48	7.77	7.01- 7.77	-	-	-	-	-	-	-	-	4	2	34	-	56	7	2	-	-	-	-	-	-	-	-	
Truckdrivers, light truck.....	93	7.15	7.01	5.65- 7.50	3	-	3	7	5	-	1	7	-	3	38	3	3	-	-	-	-	-	-	-	20	-	-	
Nonmanufacturing.....	93	7.15	7.01	5.65- 7.50	3	-	3	7	5	-	1	7	-	3	38	3	3	-	-	-	-	-	-	-	20	-	-	
Truckdrivers, medium truck.....	190	7.87	7.95	7.77- 7.97	-	-	-	4	-	-	4	4	-	4	-	-	66	78	22	-	2	-	-	-	-	6	-	
Nonmanufacturing.....	126	7.81	7.77	7.77- 7.95	-	-	-	4	-	-	4	4	-	4	-	-	56	26	22	-	-	-	-	-	-	6	-	
Truckdrivers, tractor-trailer.....	572	10.45	11.60	10.20-11.68	-	-	-	-	-	-	8	4	56	6	16	16	5	6	1	5	3	5	28	-	4	-	409	
Nonmanufacturing.....	567	10.46	11.60	10.20-11.68	-	-	-	-	-	-	8	4	56	6	16	16	5	6	1	5	3	-	28	-	4	-	409	
Receivers.....	170	5.53	5.37	4.70- 5.97	-	-	3	9	41	17	33	24	17	11	-	-	-	12	1	-	2	-	-	-	-	-	-	
Nonmanufacturing.....	158	5.49	5.38	4.70- 5.91	-	-	3	9	33	17	33	24	17	11	-	-	-	11	-	-	-	-	-	-	-	-	-	
Warehousemen.....	287	7.55	7.85	5.99-10.14	-	-	-	10	33	2	17	6	32	5	6	10	67	16	1	1	6	-	67	-	-	8	-	
Nonmanufacturing.....	277	7.63	7.85	5.99-10.14	-	-	-	9	31	1	15	5	31	3	6	10	67	16	1	1	6	-	67	-	-	8	-	
Order fillers.....	879	7.48	6.08	4.00-11.05	-	-	-	276	64	20	36	40	16	4	4	-	-	-	-	-	62	6	-	9	7	163	149	23
Material handling laborers.....	768	5.95	5.00	4.23- 8.00	60	52	20	100	63	158	56	17	18	7	3	4	-	46	2	16	30	60	6	8	42	-	-	
Nonmanufacturing.....	704	5.74	5.00	4.12- 5.99	60	52	20	100	63	158	56	17	18	7	3	4	-	-	-	-	30	60	6	8	42	-	-	
Forklift operators.....	309	7.51	5.98	4.70-10.91	-	-	-	-	82	33	22	17	6	7	1	2	3	1	-	6	28	-	-	-	28	73	-	
Nonmanufacturing.....	273	7.31	5.53	4.65-11.15	-	-	-	-	82	33	22	17	6	7	1	1	2	1	-	-	-	-	-	-	28	73	-	
Guards.....	832	5.63	5.50	4.67- 6.25	8	12	35	24	139	72	140	81	143	42	77	7	16	21	1	4	9	1	-	-	-	-	-	
Nonmanufacturing.....	795	5.66	5.50	4.80- 6.25	3	6	35	18	130	72	140	81	143	42	76	4	11	19	1	4	9	1	-	-	-	-	-	
Guards I.....	479	5.15	5.14	4.59- 5.50	3	-	29	19	131	59	123	36	52	11	1	6	5	3	-	1	-	-	-	-	-	-	-	
Nonmanufacturing.....	462	5.10	5.13	4.59- 5.50	3	-	29	18	126	59	123	36	52	11	-	3	-	1	-	1	-	-	-	-	-	-	-	
Guards II.....	353	6.28	6.25	5.89- 6.82	5	12	6	5	8	13	17	45	91	31	76	1	11	18	1	3	9	1	-	-	-	-	-	
Nonmanufacturing.....	333	6.43	6.25	5.89- 6.90	-	6	6	-	4	13	17	45	91	31	76	1	11	18	1	3	9	1	-	-	-	-	-	
Janitors, porters, and cleaners.....	8,936	3.86	3.70	3.70- 3.70	1910	5648	401	252	218	59	32	66	84	8	23	99	11	2	9	48	-	31	16	6	12	1	-	
Manufacturing.....	105	5.11	5.34	4.05- 5.87	21	-	2	16	6	7	10	20	14	-	-	-	-	9	-	-	-	-	-	-	-	-	-	
Nonmanufacturing.....	8,831	3.84	3.70	3.70- 3.70	1889	5648	399	236	212	52	22	46	70	8	23	99	11	2	-	48	-	31	16	6	12	1	-	
Transportation and utilities.....	143	7.45	6.77	6.29- 8.77	-	-	-	-	1	1	3	1	56	6	14	-	-	2	-	48	-	11	-	-	-	-	-	

See footnotes at end of tables.

Table A-17. Average hourly earnings of maintenance, toolroom, powerplant, material movement and custodial workers by sex in establishments employing 500 workers or more in Washington, D.C.-Md.-Va., March 1981

Sex, ^a occupation, and industry division	Number of workers	Average (mean) ^b hourly earnings (in dollars) ^c	Sex, ^a occupation, and industry division	Number of workers	Average (mean) ^b hourly earnings (in dollars) ^c	Sex, ^a occupation, and industry division	Number of workers	Average (mean) ^b hourly earnings (in dollars) ^c
Maintenance, toolroom, and powerplant occupations - men			Truckdrivers, light truck.....	71	7.24	Guards I.....	377	5.19
			Nonmanufacturing.....	71	7.24	Nonmanufacturing.....	362	5.14
Maintenance carpenters.....	98	10.80	Truckdrivers, medium truck.....	190	7.87	Guards II.....	297	6.43
Nonmanufacturing.....	96	10.85	Nonmanufacturing.....	126	7.81	Nonmanufacturing.....	283	6.55
Maintenance electricians.....	76	10.87	Truckdrivers, tractor-trailer.....	559	10.43			
Nonmanufacturing.....	62	10.52	Nonmanufacturing.....	554	10.43	Janitors, porters, and cleaners.....	3,050	4.13
Maintenance mechanics (motor vehicles).....	242	10.72	Receivers.....	141	5.52	Manufacturing.....	75	5.29
Nonmanufacturing.....	190	10.83	Warehousemen:			Nonmanufacturing.....	2,975	4.10
Transportation and utilities.....	123	10.54	Nonmanufacturing:			Transportation and utilities.....	82	7.51
Stationary engineers.....	143	11.22	Transportation and utilities.....	45	7.60	Material movement and custodial occupations - women		
Nonmanufacturing.....	137	11.17	Order fillers.....	659	8.23			
Material movement and custodial occupations - men			Material handling laborers.....	586	6.36	Janitors, porters, and cleaners.....	5,852	3.71
			Nonmanufacturing.....	522	6.12	Nonmanufacturing.....	5,822	3.70
Truckdrivers.....	891	9.57	Guards.....	674	5.74	Transportation and utilities.....	61	7.36
Nonmanufacturing.....	822	9.69	Nonmanufacturing.....	645	5.76			

See footnotes at end of tables.

Table B-1. Minimum entrance salaries for inexperienced typists and clerks in Washington, D.C.-Md.-Va., March 1981

Minimum weekly straight-time salaries*	Inexperienced typists							Other inexperienced clerical workers*						
	All industries	Manufacturing		Nonmanufacturing				All industries	Manufacturing		Nonmanufacturing			
		All schedules	40.00-hour schedules	All schedules	40.00-hour schedules	37.50-hour schedules	35.00-hour schedules		All schedules	40.00-hour schedules	All schedules	40.00-hour schedules	37.50-hour schedules	35.00-hour schedules
Establishments studied	212	44	XXX	168	XXX	XXX	XXX	212	44	XXX	168	XXX	XXX	XXX
Establishments having a specified minimum.....	44	10	7	34	20	7	6	78	13	10	65	42	13	6
\$125.00 and under \$130.00.....	-	-	-	-	-	-	-	1	-	-	1	-	1	-
\$130.00 and under \$135.00.....	2	-	-	2	2	-	-	4	-	-	4	4	-	-
\$135.00 and under \$140.00.....	3	1	-	2	1	1	-	8	2	1	6	4	2	-
\$140.00 and under \$145.00.....	4	3	3	1	1	-	-	12	2	2	10	9	-	-
\$145.00 and under \$150.00.....	2	-	-	2	1	1	-	5	2	2	3	2	-	1
\$150.00 and under \$155.00.....	2	1	1	1	-	1	-	6	-	-	6	2	3	1
\$155.00 and under \$160.00.....	2	-	-	2	-	-	2	2	1	1	1	1	-	-
\$160.00 and under \$165.00.....	5	-	-	5	5	-	-	8	-	-	8	5	2	-
\$165.00 and under \$170.00.....	3	-	-	3	2	1	-	2	-	-	2	1	-	-
\$170.00 and under \$175.00.....	1	-	-	1	1	-	-	3	-	-	3	2	1	-
\$175.00 and under \$180.00.....	2	-	-	2	2	-	-	1	-	-	1	1	-	-
\$180.00 and under \$185.00.....	3	1	1	2	-	2	-	3	1	-	2	1	1	-
\$185.00 and under \$190.00.....	-	-	-	-	-	-	-	2	1	-	1	-	1	-
\$190.00 and under \$195.00.....	5	1	-	4	2	-	2	5	-	-	5	3	-	2
\$195.00 and under \$200.00.....	5	2	2	3	2	-	-	7	2	2	5	2	1	1
\$200.00 and under \$205.00.....	-	-	-	-	-	-	-	-	-	-	-	-	-	-
\$205.00 and under \$210.00.....	1	1	-	-	-	-	-	-	-	-	-	-	-	-
\$210.00 and under \$215.00.....	-	-	-	-	-	-	-	-	-	-	-	-	-	-
\$215.00 and under \$220.00.....	-	-	-	-	-	-	-	-	-	-	-	-	-	-
\$220.00 and under \$225.00.....	1	-	-	1	-	-	1	1	-	-	1	1	-	-
\$225.00 and under \$230.00.....	1	-	-	1	1	-	-	2	1	1	1	1	-	-
\$230.00 and under \$235.00.....	-	-	-	-	-	-	-	1	-	-	1	1	-	-
\$235.00 and under \$240.00.....	-	-	-	-	-	-	-	-	-	-	-	-	-	-
\$240.00 and under \$245.00.....	1	-	-	1	-	1	-	1	-	-	1	-	1	-
\$245.00 and under \$250.00.....	-	-	-	-	-	-	-	-	-	-	-	-	-	-
\$250.00 and under \$255.00.....	-	-	-	-	-	-	-	-	-	-	-	-	-	-
\$255.00 and under \$260.00.....	-	-	-	-	-	-	-	-	-	-	-	-	-	-
\$260.00 and under \$265.00.....	-	-	-	-	-	-	-	-	-	-	-	-	-	-
\$265.00 and under \$270.00.....	-	-	-	-	-	-	-	-	-	-	-	-	-	-
\$270.00 and under \$275.00.....	-	-	-	-	-	-	-	1	-	-	1	-	-	1
\$275.00 and under \$280.00.....	-	-	-	-	-	-	-	-	-	-	-	-	-	-
\$280.00 and under \$285.00.....	-	-	-	-	-	-	-	-	-	-	-	-	-	-
\$285.00 and under \$290.00.....	-	-	-	-	-	-	-	-	-	-	-	-	-	-
\$290.00 and under \$295.00.....	-	-	-	-	-	-	-	-	-	-	-	-	-	-
\$295.00 and under \$300.00.....	-	-	-	-	-	-	-	-	-	-	-	-	-	-
\$300.00 and under \$305.00.....	1	-	-	1	-	-	1	-	-	-	-	-	-	-
\$305.00 and under \$310.00.....	-	-	-	-	-	-	-	1	1	1	-	-	-	-
\$310.00 and under \$315.00.....	-	-	-	-	-	-	-	-	-	-	-	-	-	-
\$315.00 and under \$320.00.....	-	-	-	-	-	-	-	-	-	-	-	-	-	-
\$320.00 and over.....	-	-	-	-	-	-	-	2	-	-	2	2	-	-
Establishments having no specified minimum.....	34	11	XXX	23	XXX	XXX	XXX	78	19	XXX	59	XXX	XXX	XXX
Establishments which did not employ workers in this category.....	134	23	XXX	111	XXX	XXX	XXX	56	12	XXX	44	XXX	XXX	XXX

See footnotes at end of tables.

Table B-2. Late-shift pay provisions for full-time manufacturing production and related workers in Washington, D.C.-Md.-Va., March 1981

(All full-time manufacturing production and related workers = 100 percent)

Item	All workers*		Workers on late shifts	
	Second shift	Third shift	Second shift	Third shift
Percent of workers				
In establishments with late-shift provisions.....	84.5	73.4	20.6	7.2
With no pay differential for late-shift work.....	4.0	.2	.7	-
With pay differential for late-shift work.....	80.6	73.2	19.9	7.2
Uniform cents-per-hour differential.....	42.5	38.8	12.9	3.9
Uniform percentage differential.....	38.1	34.3	7.0	3.2
Average pay differential				
Uniform cents-per-hour differential.....	16.9	18.1	16.4	18.1
Uniform percentage differential.....	7.5	12.1	7.6	11.2
Percent of workers by type and amount of pay differential				
Uniform cents-per-hour:				
10 cents.....	5.2	-	1.6	-
12 cents.....	1.3	-	-	-
15 cents.....	20.9	20.3	7.6	1.5
20 cents.....	10.8	15.7	2.9	2.4
25 cents.....	1.3	-	.1	-
30 cents.....	2.9	2.9	.7	-
Uniform percentage:				
5 percent.....	14.1	1.4	2.7	.1
6 percent.....	4.3	-	.3	-
7 and under 8 percent.....	3.4	-	1.0	-
8 percent.....	-	1.9	-	-
10 percent.....	16.2	14.3	3.0	1.6
11 percent.....	-	3.0	-	1.0
12 and under 13 percent.....	-	4.9	-	.3
15 percent.....	-	4.0	-	(10)
20 percent.....	-	4.8	-	.3

See footnotes at end of tables.

Table B-3. Scheduled weekly hours and days of full-time first-shift workers in Washington, D.C.-Md.-Va., March 1981

Item	Production and related workers				Office workers			
	All industries	Manu- facturing	Nonmanu- facturing	Transportation and utilities	All industries	Manu- facturing	Nonmanu- facturing	Transportation and utilities
Percent of workers by scheduled weekly hours and days								
All full-time workers.....	100	100	100	100	100	100	100	100
20 hours-5 days.....	6	-	7	-	-	-	-	-
24 hours-4 days.....	(11)	-	(11)	-	-	-	-	-
30 hours-5 days.....	3	-	3	-	-	-	-	-
32 1/2 hours-5 days.....	-	-	-	-	(11)	-	(11)	-
35 hours-5 days.....	4	8	3	-	19	1	21	-
36 hours-4 days.....	(11)	-	(11)	1	-	-	-	-
37 1/2 hours-5 days.....	8	5	8	1	24	44	22	38
37 8/10 hours-5 days.....	-	-	-	-	(11)	-	(11)	-
38 hours-5 1/2 days.....	-	-	-	-	1	-	1	-
38 3/4 hours-5 days.....	-	-	-	-	4	-	4	10
39 1/4 hours-5 days.....	(11)	-	(11)	1	1	-	1	7
40 hours.....	79	86	78	96	50	55	50	45
4 days.....	1	1	1	-	-	-	-	-
5 days.....	78	85	77	96	50	55	50	45
42 1/2 hours-5 days.....	(11)	-	(11)	-	-	-	-	-
45 hours-5 days.....	(11)	1	(11)	1	-	-	-	-
48 hours-6 days.....	(11)	-	(11)	-	(11)	-	(11)	-
Average scheduled weekly hours								
All weekly work schedules.....	38.1	39.5	38.0	40.0	38.3	38.9	38.3	38.9

See footnotes at end of tables.

Table B-4. Annual paid holidays for full-time workers in Washington, D.C.-Md.-Va., March 1981

Item	Production and related workers				Office workers			
	All industries	Manu- facturing	Nonmanu- facturing	Transportation and utilities	All industries	Manu- facturing	Nonmanu- facturing	Transportation and utilities
Percent of workers								
All full-time workers.....	100	100	100	100	100	100	100	100
In establishments not providing paid holidays.....	2	-	2	-	(11)	-	(11)	-
In establishments providing paid holidays.....	98	100	98	100	99	100	99	100
Average number of paid holidays								
For workers in establishments providing holidays.....	8.5	9.0	8.4	9.9	9.4	8.5	9.4	10.2
Percent of workers by number of paid holidays provided								
5 half days.....	4	-	5	-	(11)	-	(11)	-
7 half days.....	1	-	1	-	-	-	-	-
2 holidays.....	3	-	3	-	-	-	-	-
3 holidays.....	(11)	-	(11)	1	-	-	-	-
5 holidays.....	(11)	(11)	-	-	1	10	-	-
6 holidays.....	12	(11)	13	2	5	(11)	5	4
7 holidays.....	10	18	9	4	7	20	6	(11)
Plus 2 half days.....	-	-	-	-	1	-	1	-
Plus 6 half days.....	-	-	-	-	(11)	-	(11)	-
8 holidays.....	7	14	6	-	4	10	4	-
Plus 1 half day.....	(11)	-	(11)	-	(11)	-	(11)	-
Plus 2 half days.....	4	-	5	-	(11)	2	-	-
9 holidays.....	25	31	24	1	33	32	34	1
Plus 2 half days.....	1	7	-	-	(11)	5	-	-
10 holidays.....	19	18	19	82	31	9	32	72
Plus 1 half day.....	-	-	-	-	1	-	1	-
Plus 3 half days.....	-	-	-	-	1	-	1	-
11 holidays.....	5	10	5	7	12	11	12	15
12 holidays.....	5	1	6	(11)	1	2	1	2
13 holidays.....	3	-	3	3	1	-	2	6
14 holidays.....	(11)	-	(11)	-	1	-	1	-
Percent of workers by total paid holiday time provided ¹²								
2 days or more.....	98	100	98	100	99	100	99	100
2 1/2 days or more.....	96	100	95	100	99	100	99	100
6 days or more.....	91	99	90	99	99	90	99	100
7 days or more.....	79	99	77	98	94	89	95	96
8 days or more.....	70	82	68	94	87	69	88	96
9 days or more.....	63	68	62	94	82	59	83	96
10 days or more.....	33	37	33	93	48	26	50	95
10 1/2 days or more.....	14	11	14	10	17	12	18	23
11 days or more.....	14	11	14	10	16	12	16	23
11 1/2 days or more.....	9	1	9	4	4	2	5	8
12 days or more.....	9	1	9	4	3	2	3	8
13 days or more.....	3	-	4	3	3	-	3	6
14 days.....	(11)	-	(11)	-	1	-	1	-

See footnotes at end of tables.

Table B-5. Paid vacation provisions for full-time workers in Washington, D.C.-Md.-Va., March 1981

Item	Production and related workers				Office workers			
	All industries	Manu- facturing	Nonmanu- facturing	Transportation and utilities	All industries	Manu- facturing	Nonmanu- facturing	Transportation and utilities
Percent of workers								
All full-time workers.....	100	100	100	100	100	100	100	100
In establishments not providing paid vacations.....	1	-	1	(11)	(11)	-	(11)	-
In establishments providing paid vacations.....	99	100	99	99	99	100	99	100
Length-of-time payment.....	98	99	98	99	99	100	99	100
Percentage payment.....	1	1	1	-	-	-	-	-
Amount of paid vacation after: ¹³								
6 months of service:								
Under 1 week.....	13	1	14	45	13	(11)	14	24
1 week.....	16	42	13	20	43	55	42	53
Over 1 and under 2 weeks.....	2	3	2	(11)	13	11	13	(11)
2 weeks.....	1	-	1	1	1	-	2	-
Over 2 and under 3 weeks.....	-	-	-	-	1	-	2	-
1 year of service:								
1 week.....	67	22	71	63	17	6	17	30
Over 1 and under 2 weeks.....	5	13	4	4	(11)	(11)	(11)	3
2 weeks.....	24	47	22	32	62	68	61	68
Over 2 and under 3 weeks.....	1	2	(11)	-	10	5	10	-
3 weeks.....	3	16	1	-	9	22	9	-
4 weeks.....	(11)	-	(11)	1	1	-	1	-
Over 4 and under 5 weeks.....	-	-	-	-	1	-	1	-
2 years of service:								
1 week.....	14	10	14	1	2	1	2	(11)
Over 1 and under 2 weeks.....	4	2	4	1	(11)	(11)	(11)	1
2 weeks.....	71	55	72	94	72	71	72	97
Over 2 and under 3 weeks.....	6	15	5	3	11	5	11	2
3 weeks.....	5	18	3	-	13	23	12	-
Over 3 and under 4 weeks.....	-	-	-	-	1	-	1	-
4 weeks.....	-	-	-	-	1	-	1	-
Over 4 and under 5 weeks.....	-	-	-	-	1	-	1	-
5 weeks.....	(11)	-	(11)	1	-	-	-	-
3 years of service:								
1 week.....	3	1	3	-	1	-	1	-
Over 1 and under 2 weeks.....	3	(11)	4	-	(11)	(11)	(11)	-
2 weeks.....	77	51	80	95	65	58	65	83
Over 2 and under 3 weeks.....	6	16	5	4	10	6	11	3
3 weeks.....	9	31	7	-	17	36	16	14
Over 3 and under 4 weeks.....	(11)	-	(11)	-	2	-	2	-
4 weeks.....	-	-	-	-	2	-	2	-
Over 4 and under 5 weeks.....	-	-	-	-	3	-	3	-
5 weeks.....	(11)	-	(11)	1	-	-	-	-
4 years of service:								
1 week.....	3	1	3	-	1	-	1	-
Over 1 and under 2 weeks.....	3	(11)	4	-	(11)	(11)	(11)	-
2 weeks.....	77	48	79	94	61	48	61	83
Over 2 and under 3 weeks.....	6	16	5	4	10	6	11	3
3 weeks.....	8	18	7	1	20	29	20	14
Over 3 and under 4 weeks.....	(11)	-	(11)	-	2	-	2	-
4 weeks.....	1	15	-	-	3	17	2	-
Over 4 and under 5 weeks.....	-	-	-	-	3	-	3	-
5 weeks.....	(11)	-	(11)	1	-	-	-	-

See footnotes at end of tables.

Table B-5. Paid vacation provisions for full-time workers in Washington, D.C.-Md.-Va., March 1981 —Continued

Item	Production and related workers				Office workers			
	All industries	Manu- facturing	Nonmanu- facturing	Transportation and utilities	All industries	Manu- facturing	Nonmanu- facturing	Transportation and utilities
5 years of service:								
1 week	1	-	1	-	(11)	-	(11)	-
Over 1 and under 2 weeks	3	(11)	4	-	(11)	(11)	(11)	-
2 weeks.....	59	30	62	72	25	21	25	46
Over 2 and under 3 weeks	6	17	5	4	5	7	5	3
3 weeks.....	27	36	26	22	48	50	48	37
Over 3 and under 4 weeks	-	-	-	-	1	-	1	-
4 weeks.....	2	16	(11)	1	14	22	13	14
Over 4 and under 5 weeks	(11)	-	(11)	-	5	-	6	-
5 weeks.....	(11)	-	(11)	1	-	-	-	-
Over 5 and under 6 weeks	-	-	-	-	1	-	1	-
10 years of service:								
1 week	1	-	1	-	(11)	-	(11)	-
2 weeks.....	15	7	16	-	5	3	5	2
Over 2 and under 3 weeks	1	(11)	1	-	1	(11)	1	-
3 weeks.....	72	40	75	94	52	56	52	66
Over 3 and under 4 weeks	3	16	1	2	5	1	5	1
4 weeks.....	6	36	4	2	29	40	28	31
Over 4 and under 5 weeks	(11)	-	(11)	-	5	-	5	-
5 weeks.....	(11)	-	(11)	1	1	-	1	-
Over 5 and under 6 weeks	-	-	-	-	2	-	2	-
12 years of service:								
1 week	1	-	1	-	(11)	-	(11)	-
2 weeks.....	15	6	16	-	5	3	5	2
Over 2 and under 3 weeks	(11)	-	(11)	-	(11)	-	(11)	-
3 weeks.....	66	38	69	86	49	38	49	55
Over 3 and under 4 weeks	6	16	5	2	7	1	7	1
4 weeks.....	9	40	6	11	32	58	30	42
Over 4 and under 5 weeks	(11)	-	(11)	-	5	-	5	-
5 weeks.....	(11)	-	(11)	1	1	-	1	-
Over 5 and under 6 weeks	-	-	-	-	2	-	2	-
15 years of service:								
1 week	1	-	1	-	(11)	-	(11)	-
2 weeks.....	14	2	16	-	4	(11)	5	2
Over 2 and under 3 weeks	(11)	-	(11)	-	(11)	-	(11)	-
3 weeks.....	24	24	23	11	15	19	15	6
Over 3 and under 4 weeks	1	3	1	1	6	(11)	7	1
4 weeks.....	57	70	56	86	62	76	62	91
Over 4 and under 5 weeks	1	-	1	1	5	-	5	-
5 weeks.....	1	-	1	1	3	4	3	-
Over 5 and under 6 weeks	-	-	-	-	4	-	4	-
20 years of service:								
1 week	1	-	1	-	(11)	-	(11)	-
2 weeks.....	14	2	16	-	4	(11)	5	2
Over 2 and under 3 weeks	(11)	-	(11)	-	(11)	-	(11)	-
3 weeks.....	16	15	16	1	9	10	9	1
Over 3 and under 4 weeks	(11)	3	(11)	-	4	(11)	4	(11)
4 weeks.....	45	52	44	68	55	69	55	50
Over 4 and under 5 weeks	2	(11)	2	1	5	(11)	6	1
5 weeks.....	20	27	20	28	18	20	18	46
Over 5 and under 6 weeks	(11)	-	(11)	1	4	-	4	-

See footnotes at end of tables.

Table B-5. Paid vacation provisions for full-time workers in Washington, D.C.-Md.-Va., March 1981 —Continued

Item	Production and related workers				Office workers			
	All industries	Manu- facturing	Nonmanu- facturing	Transportation and utilities	All industries	Manu- facturing	Nonmanu- facturing	Transportation and utilities
25 years of service:								
1 week	1	-	1	-	(11)	-	(11)	-
2 weeks.....	14	2	16	-	4	(11)	5	2
Over 2 and under 3 weeks	(11)	-	(11)	-	(11)	-	(11)	-
3 weeks.....	15	12	15	1	9	8	9	1
Over 3 and under 4 weeks	(11)	3	(11)	-	4	(11)	4	(11)
4 weeks.....	31	52	30	4	39	69	37	10
Over 4 and under 5 weeks	2	(11)	2	1	7	(11)	7	1
5 weeks.....	32	30	33	85	30	22	31	69
Over 5 and under 6 weeks	(11)	-	(11)	1	4	-	4	-
6 weeks.....	2	-	2	7	3	-	3	18
30 years of service:								
1 week	1	-	1	-	(11)	-	(11)	-
2 weeks.....	14	2	16	-	4	(11)	5	2
Over 2 and under 3 weeks	(11)	-	(11)	-	(11)	-	(11)	-
3 weeks.....	15	12	15	1	9	8	9	1
Over 3 and under 4 weeks	(11)	3	(11)	-	4	(11)	4	(11)
4 weeks.....	31	50	29	4	38	67	36	10
Over 4 and under 5 weeks	2	(11)	2	-	5	(11)	5	-
5 weeks.....	30	28	30	61	30	22	30	51
Over 5 and under 6 weeks	(11)	-	(11)	2	4	-	4	1
6 weeks.....	5	4	5	26	5	2	5	27
7 weeks.....	1	-	1	6	1	-	1	8
Maximum vacation available:								
1 week	1	-	1	-	(11)	-	(11)	-
2 weeks.....	14	2	16	-	4	(11)	5	2
Over 2 and under 3 weeks	(11)	-	(11)	-	(11)	-	(11)	-
3 weeks.....	15	12	15	1	9	8	9	1
Over 3 and under 4 weeks	(11)	3	(11)	-	4	(11)	4	(11)
4 weeks.....	31	50	29	4	38	67	36	10
Over 4 and under 5 weeks	2	(11)	2	-	5	(11)	5	-
5 weeks.....	27	28	27	61	29	22	30	51
Over 5 and under 6 weeks	(11)	-	(11)	2	4	-	4	1
6 weeks.....	7	-	7	26	5	-	5	26
7 weeks.....	1	4	1	6	1	2	1	8
8 weeks.....	-	-	-	-	(11)	-	(11)	2
9 weeks.....	-	-	-	-	(11)	-	(11)	-

See footnotes at end of tables.

Table B-6. Health, insurance, and pension plans for full-time workers in Washington, D.C.-Md.-Va., March 1981

Item	Production and related workers				Office workers			
	All industries	Manu- facturing	Nonmanu- facturing	Transportation and utilities	All industries	Manu- facturing	Nonmanu- facturing	Transportation and utilities
Percent of workers								
All full-time workers.....	100	100	100	100	100	100	100	100
In establishments providing at least one of the benefits shown below ¹⁴	95	100	95	100	100	100	100	100
Life insurance.....	84	100	82	100	92	100	92	100
Noncontributory plans.....	61	84	59	80	74	88	73	74
Accidental death and dismemberment insurance.....	74	99	72	71	74	95	73	75
Noncontributory plans.....	55	84	52	67	59	83	57	58
Sickness and accident insurance or sick leave or both ¹⁴	85	92	84	100	96	97	96	100
Sickness and accident insurance.....	46	53	45	78	40	38	40	67
Noncontributory plans.....	36	46	35	77	30	31	30	58
Sick leave (full pay and no waiting period).....	59	84	56	42	87	95	87	67
Sick leave (partial pay or waiting period).....	20	-	22	46	6	(11)	6	26
Long-term disability insurance.....	17	20	16	54	63	49	63	56
Noncontributory plans.....	12	17	11	54	49	37	49	52
In establishments providing at least one of the health insurance plans shown below ¹⁴	89	100	88	100	99	100	99	100
Noncontributory plans.....	57	79	55	94	67	85	66	94
Hospitalization insurance.....	89	100	88	100	99	100	99	100
Noncontributory plans.....	57	79	54	93	67	85	66	93
Surgical insurance.....	89	100	88	100	99	100	99	100
Noncontributory plans.....	57	79	54	93	67	85	66	93
Medical insurance.....	89	100	88	100	99	100	99	100
Noncontributory plans.....	57	79	54	93	67	85	66	93
Major medical insurance.....	86	100	85	100	99	100	99	100
Noncontributory plans.....	53	79	51	93	67	85	65	93
Dental insurance.....	59	48	60	78	62	71	61	84
Noncontributory plans.....	43	43	43	73	39	62	38	82
Health maintenance organization.....	35	40	35	78	65	79	64	73
Noncontributory plans.....	11	23	10	55	26	42	25	42
Retirement pension.....	67	76	67	92	79	90	78	83
Noncontributory plans.....	58	69	57	87	65	83	64	82

See footnotes at end of tables.

Table B-7. Health plan participation by full-time workers in Washington, D.C.-Md.-Va., March 1981

Item	Production and related workers				Office workers			
	All industries	Manu- facturing	Nonmanu- facturing	Transportation and utilities	All industries	Manu- facturing	Nonmanu- facturing	Transportation and utilities
Percent of workers								
All full-time workers.....	100	100	100	100	100	100	100	100
Hospitalization insurance.....	72	90	70	(*)	87	94	86	97
Noncontributory plans.....	53	75	51	(*)	63	81	62	91
Surgical insurance.....	72	90	70	(*)	87	94	86	97
Noncontributory plans.....	53	75	51	(*)	63	81	62	91
Medical insurance.....	71	90	69	(*)	86	94	86	97
Noncontributory plans.....	53	75	51	(*)	63	81	62	91
Major medical insurance.....	69	90	67	(*)	86	94	86	97
Noncontributory plans.....	50	75	48	(*)	62	81	61	91
Dental insurance.....	(*)	46	(*)	(*)	54	67	53	83
Noncontributory plans.....	(*)	40	(*)	(*)	39	59	38	82
Health maintenance organization.....	4	17	3	(*)	9	21	8	(*)
Noncontributory plans.....	2	15	(11)	(*)	6	18	5	(*)

See footnotes at end of tables.

Footnotes

Some of these standard footnotes may not apply to this bulletin.

¹ Standard hours reflect the workweek for which employees receive their regular straight-time salaries (exclusive of pay for overtime at regular and/or premium rates), and the earnings correspond to these weekly hours.

² The mean is computed for each job by totaling the earnings of all workers and dividing by the number of workers. The median designates position—half of the workers receive the same or more and half receive the same or less than the rate shown. The middle range is defined by two rates of pay; one-fourth of the workers earn the same or less than the lower of these rates and one-fourth earn the same or more than the higher rate.

³ Earnings data relate only to workers whose sex identification was provided by the establishment.

⁴ Excludes premium pay for overtime and for work on weekends, holidays, and late shifts.

⁵ Estimates for periods ending prior to 1976 relate to men only for skilled maintenance and unskilled plant workers. All other estimates relate to men and women.

⁶ Data do not meet publication criteria or data not available.

⁷ Formally established minimum regular straight-time hiring salaries that are paid for standard workweeks. Data are presented for all standard workweeks combined, and for the most common standard workweeks reported.

⁸ Excludes workers in subclerical jobs such as messenger.

⁹ Includes all production and related workers in establishments currently operating late shifts, and establishments whose formal provisions cover late shifts, even though the establishments were not currently operating late shifts.

¹⁰ Less than 0.05 percent.

¹¹ Less than 0.5 percent.

¹² All combinations of full and half days that add to the same amount; for example, the proportion of workers receiving a total of 10 days includes those with 10 full days and no half days, 9 full days and 2 half days, 8 full days and 4 half days, and so on. Proportions then were cumulated.

¹³ Includes payments other than "length of time," such as percentage of annual earnings or flat-sum payments, converted to an equivalent time basis; for example, 2 percent of annual earnings was considered as 1 week's pay. Periods of service are chosen arbitrarily and do not necessarily reflect individual provisions for progression; for example, changes in proportions at 10 years include changes between 5 and 10 years. Estimates are cumulative. Thus, the proportion eligible for at least 3 weeks' pay after 10 years includes those eligible for at least 3 weeks' pay after fewer years of service.

¹⁴ Estimates listed after type of benefit are for all plans for which at least a part of the cost is borne by the employer. "Noncontributory plans" include only those financed entirely by the employer. Excluded are legally required plans, such as workers' disability compensation, social security, and railroad retirement.

¹⁵ Unduplicated total of workers receiving sick leave or sickness and accident insurance shown separately. Sick leave plans are limited to those which definitely establish at least the minimum number of days' pay that each employee can expect. Informal sick leave allowances determined on an individual basis are excluded.

¹⁶ Unduplicated total of workers eligible for coverage under an insurance plan providing hospitalization, surgical, medical, major medical, or dental benefits shown separately.

Appendix A.

Scope and Method of Survey

In each of the 71 areas¹ currently surveyed, the Bureau obtains wages and related benefits data from representative establishments within six broad industry divisions: Manufacturing; transportation, communication, and other public utilities; wholesale trade; retail trade; finance, insurance, and real estate; and services. Government operations and the construction and extractive industries are excluded. Small establishments—generally those with fewer than 50 employees—are excluded because they have few incumbents in the occupations studied. Appendix table 1 shows the number of establishments and workers estimated to be within the scope of this survey, as well as the number actually studied.

Bureau field representatives obtain data by personal visits at 3-year intervals. In each of the two intervening years, information on employment and occupational earnings only is collected by a combination of personal visit, mail questionnaire, and telephone interview from establishments participating in the previous survey.

A sample of the establishments in the scope of the survey is selected for study prior to each personal visit survey. This sample, minus establishments which go out of business or are no longer within the industrial scope of the survey, is retained for the following two annual surveys. In most cases, establishments new to the area are not considered in the scope of the survey until the selection of a sample for a personal visit survey.

The sampling procedures involve detailed stratification of all establishments within the scope of an individual area survey by industry and number of employees. From this stratified universe a probability sample is selected, with each establishment having a predetermined chance of selection. To obtain optimum accuracy at minimum cost, a greater proportion of large than small establishments is selected. When data are combined, each establishment is weighted according to its probability of selection so that unbiased estimates are generated. For example, if one out of four establishments is selected, it is given a weight of 4 to represent itself plus three others. An alternate of the same original probability is chosen in the same industry-size classification if data are not available from the original sample member. If no suitable substitute is available, additional weight is assigned to a sample member that is similar to the missing unit.

Occupations and earnings

Occupations selected for study are common to a variety of manufacturing and nonmanufacturing industries, and are of the following types: (1) Office clerical; (2) professional and technical; (3) maintenance, toolroom, and powerplant; and (4) material

movement and custodial. Occupational classification is based on a uniform set of job descriptions designed to take account of interestablishment variation in duties within the same job. Occupations selected for study are listed and described in appendix B.

Unless otherwise indicated, the earnings data following the job titles are for all industries combined. Earnings data for some of the occupations listed and described, or for some industry divisions within the scope of the survey, are not presented in the A-series tables because either (1) data were insufficient to provide meaningful statistical results, or (2) there is possibility of disclosure of individual establishment data. Separate men's and women's earnings data are not presented when the number of workers not identified by sex is 20 percent or more of the men or women identified in an occupation. Earnings data not shown separately for industry divisions are included in data for all industries combined. Likewise, for occupations with more than one level, data are included in the overall classification when a subclassification is not shown or information to subclassify is not available.

Occupational employment and earnings data are shown for full-time workers, i.e., those hired to work a regular weekly schedule. Earnings data exclude premium pay for overtime and for work on weekends, holidays, and late shifts. Nonproduction bonuses are excluded, but cost-of-living allowances and incentive bonuses are included. Weekly hours for office clerical and professional and technical occupations refer to the standard workweek (rounded to the nearest half hour) for which employees receive regular straight-time salaries (exclusive of pay for overtime at regular and/or premium rates). Average weekly earnings for these occupations are rounded to the nearest half dollar. Most A-series tables provide distributions of workers by earnings; changes in the size of earnings intervals are indicated by heavy vertical lines.

These surveys measure the level of occupational earnings in an area at a particular time. Changes in an occupational average over time reflect, in addition to earnings changes, factors such as changes in proportions of workers employed by high- or low-wage firms, or high-wage workers advancing to better jobs and being replaced by new workers at lower rates. Such shifts in employment could decrease an occupational average even though most establishments in an area increase wages during the year. Changes in earnings of occupational groups, shown in table A-7, are better indicators of wage trends than are earnings changes for individual jobs within the groups.

Average earnings reflect composite, areawide estimates. Industries and establishments differ in pay level and job staffing, and thus contribute differently to the estimates

for each job. Pay averages may fail to reflect accurately the wage differential among jobs in individual establishments.

Average pay levels for men and women in selected occupations should not be assumed to reflect differences in pay of the sexes within individual establishments. Factors which may contribute to differences include progression within established rate ranges (only the rates paid incumbents are collected) and performance of specific duties within the general survey job descriptions. Job descriptions used to classify employees in these surveys usually are more generalized than those used in individual establishments and allow for minor differences among establishments in specific duties performed.

Occupational employment estimates represent the total in all establishments within the scope of the study and not the number actually surveyed. Because occupational structures among establishments differ, estimates of occupational employment obtained from the sample of establishments studied serve only to indicate the relative importance of the jobs studied. These differences in occupational structure do not affect materially the accuracy of the earnings data.

Wage trends for selected occupational groups

Indexes in table A-7 measure wages at a given time, expressed as a percent of wages during the base period. Subtracting 100 from the index yields the percent change in wages from the base period to the date of the index. The percent increases in table A-7 relate to wage changes between the indicated dates. Annual rates of increase, where shown, reflect the amount of increase for 12 months when the time span between surveys was other than 12 months. These computations are based on the assumption that wages increased at a constant rate between surveys.

The indexes and percent increases are based on changes in average hourly earnings of men and women in establishments reporting the trend jobs in both the current and previous year (matched establishments). The data are adjusted to remove the effect on average earnings of employment shifts among establishments and turnover of establishments included in survey samples. The percent increases, however, are still affected by factors other than wage increases. Turnover may affect an establishment average for an occupation when workers are paid under plans providing a range of wage rates for individual jobs. In periods of increased hiring, for example, new employees may enter at the bottom of the range, depressing the average without a change in wage rates.

Occupations used to compute wage trends are:

Office clerical

Secretaries	Switchboard operators
Stenographers I	Order clerks, I and II
Typists, I and II	Accounting clerks ²
File clerks, I, II, and III	Payroll clerks
Messengers	Key entry operators, I and II

Electronic data processing

Computer systems analysts, I, II, and III	Computer programmers, I, II, and III
	Computer operators, I, II, and III

Industrial nurses

Registered industrial nurses

Skilled maintenance

Carpenters	Mechanics (machinery)
Electricians	Mechanics (motor vehicle)
Painters	Pipefitters
Machinists	Tool and die makers

Unskilled plant

Janitors, porters, and cleaners	Material handling laborers
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Percent changes for individual areas in the program are computed as follows:

1. Average earnings are computed for each occupation for the 2 years being compared. The averages are derived from earnings in those establishments which are in the survey both years; it is assumed that employment remains unchanged.
2. Each occupation is assigned a weight based on its proportionate employment in the occupational group.
3. These weights are used to compute group averages. Each occupation's average earnings (computed in step 1) are multiplied by its weight. The products are totaled to obtain a group average.
4. The ratio of group averages for 2 consecutive years is computed by dividing the average for the current year by the average for the earlier year. The result—expressed as a percent—less 100 is the percent change.

The index is computed by adding 100 to the most recent percent increase, multiplying the total by the previous year's index number, and dividing the product by 100 to obtain the current index value.

For a more detailed description of the method used to compute these wage trends, see "Improving Area Wage Survey Indexes," *Monthly Labor Review*, January 1973, pp. 52-57.

Pay relationships in establishments

Tables A-8 through A-11 compare average pay of occupations in individual establishments. These comparisons, expressed as pay relatives (pay for one of the occupations equals 100), yield different results than comparisons of overall survey averages, such as those shown in tables A-1 through A-6. The latter reflect differences in contributions to the survey averages by establishments with disparate pay levels; the pay relative comparisons are not affected by such differences.

The methods of computing and presenting pay relatives have changed since the last survey in this area. The following procedures are now used to compute relatives in tables A-8 through A-11:

1. Establishments employing workers in both of the paired occupations were identified.
2. Pay levels (averages) for the two occupations were weighted by the combined employment of both jobs to reflect each establishment's contribution to the totals used in this comparison.
3. The weighted pay levels of the two jobs were summed separately; each total was divided by the other and the quotients multiplied by 100 to produce the two pay relatives shown for each job pairing.

Establishment practices and supplementary wage provisions

The incidence of selected establishment practices and supplementary wage provisions is studied for full-time production and related workers and office workers. Production and related workers (referred to hereafter as production workers) include working supervisors and all nonsupervisory workers (including group leaders and trainees) engaged in fabricating, processing, assembling, inspection, receiving, storage, handling, packing, warehousing, shipping, maintenance, repair, janitorial and guard services, product development, auxiliary production for plant's own use (e.g., power-plant), and recordkeeping and other services closely associated with the above production operations. (Cafeteria and route workers are excluded in manufacturing industries but included in nonmanufacturing industries.) In finance and insurance, no workers are considered to be production workers. Office workers include working supervisors and all nonsupervisory workers (including lead workers and trainees) performing clerical or related office functions in such departments as accounting, advertising, purchasing, collection, credit, finance, legal, payroll, personnel, sales, industrial relations, public relations, executive, or transportation. Administrative, executive, professional, and part-time employees as well as construction workers utilized as a separate work force are excluded from both the production and office worker categories.

Minimum entrance salaries (table B-1). Minimum entrance salaries for office workers relate only to the establishments visited. Because of the optimum sampling techniques used and the probability that large establishments are more likely than small establishments to have formal entrance rates above the subclerical level, the table is more representative of policies in medium and large establishments. (The "X's" shown under specific weekly schedules indicate that no meaningful totals are applicable.)

Shift differentials—manufacturing (table B-2). Data were collected on policies of manufacturing establishments regarding pay differentials for production workers on late shifts. Establishments considered as having policies are those which (1) have provisions in writing covering the operation of late shifts, or (2) have operated late shifts at any time during the 12 months preceding a survey. When establishments have several differentials which vary by job, the differential applying to the majority of the production workers is recorded. When establishments have differentials which apply only to certain hours of work, the differential applying to the most common schedule is recorded.

For purposes of this study, a late shift is either a second (evening) shift which ends at or near midnight or a third (night) shift which starts at or near midnight.

Differentials for second and third shifts are summarized separately for (1) establishment policies (an establishment's differentials are weighted by all production workers in the establishment at the time of the survey) and (2) effective practices (an establishment's differentials are weighted by production workers employed on the specified shift at the time of the survey).

Scheduled weekly hours; paid holidays; paid vacations; and health, insurance, and pension plans. Provisions which apply to a majority of the production or office workers in an establishment are considered to apply to all production or office workers in the establishment; a practice or provision is considered nonexistent when it applies to less than a majority. Holidays, vacations, and health and insurance plans are considered applicable to employees currently eligible for the benefits. Pension plans are considered applicable to employees currently eligible for participation and also to those who will eventually become eligible.

Scheduled weekly hours and days (table B-3). Scheduled weekly hours and days refer to the number of hours and days per week which full-time first (day) shift workers are expected to work, whether paid for at straight-time or overtime rates.

Paid holidays (table B-4). Holidays are included if workers who are not required to work are paid for the time off and those required to work receive premium pay or compensatory time off. They are included only if they are granted annually on a formal basis (provided for in written form or established by custom). Holidays are included even though in a particular year they fall on a nonworkday and employees are not granted another day off. Paid personal holiday plans, typically found in the automobile and related industries, are included as paid holidays.

Data are tabulated to show the percent of workers who (1) are granted specific numbers of whole and half holidays and (2) are granted specified amounts of total holiday time (whole and half holidays are aggregated).

Paid vacations (table B-5). Establishments report their method of calculating vacation pay (time basis, percent of annual earnings, flat-sum payment, etc.) and the amount of vacation pay granted. Only basic formal plans are reported. Vacation bonuses, vacation-savings plans, and "extended" or "sabbatical" benefits beyond basic plans are excluded.

For tabulating vacation pay granted, all provisions are expressed on a time basis. Vacation pay calculated on other than a time basis is converted to its equivalent time period. Two percent of annual earnings, for example, is tabulated as 1 week's vacation pay.

Also, provisions after each specified length of service are related to all production or office workers in an establishment regardless of length of service. Vacation plans commonly provide for a larger amount of vacation pay as service lengthens. Counts of production or office workers by length of service were not obtained. The tabulations of vacation pay granted present, therefore, statistical measures of these provisions rather than proportions of workers actually receiving specific benefits.

Health, insurance, and pension plans (table B-6). Health, insurance, and pension plans include plans for which the employer pays either all or part of the cost. The benefits may be underwritten by an insurance company, paid directly by an employer or union, or provided by a health maintenance organization. This year, for the first time in this

area, provisions for health maintenance organizations (HMO's) are treated separately from insurance provisions. Workers provided the option of an insurance plan or an HMO are reported under both types of plans. A plan is included even though a majority of the employees in an establishment do not choose to participate in it because they are required to bear part of its cost (provided the choice to participate is available to a majority). Legally required plans such as social security, railroad retirement, workers' disability compensation, and temporary disability insurance³ are excluded.

Life insurance includes formal plans providing indemnity (usually through an insurance policy) in case of death of the covered worker.

Accidental death and dismemberment insurance is limited to plans which provide benefit payments in case of death or loss of limb or sight as a direct result of an accident.

Sickness and accident insurance includes only those plans which provide that predetermined cash payments be made directly to employees who lose time from work because of illness or injury, e.g., \$50 a week for up to 26 weeks of disability.

Sick leave plans are limited to formal plans⁴ which provide for continuing an employee's pay during absence from work because of illness. Data collected distinguish between (1) plans which provide full pay with no waiting period, and (2) plans which either provide partial pay or require a waiting period.

Long-term disability insurance plans provide payments to totally disabled employees upon the expiration of their paid sick leave and/or sickness and accident insurance, or after a predetermined period of disability (typically 6 months). Payments are made until the end of the disability, a maximum age, or eligibility for retirement benefits. Full or partial payments are almost always reduced by social security, workers' disability compensation, and private pension benefits payable to the disabled employee.

Hospitalization, surgical, and medical insurance plans reported in these surveys provide full or partial payment for basic services rendered. Hospitalization insurance covers hospital room and board and may cover other hospital expenses. Surgical insurance covers surgeons' fees. Medical insurance covers doctors' fees for home, office, or hospital calls. Plans restricted to post-operative medical care or a doctor's care for minor ailments at a worker's place of employment are not considered to be medical insurance.

Major medical insurance coverage applies to services which go beyond the basic services covered under hospitalization, surgical, and medical insurance. Major medical insurance typically (1) requires that a "deductible" (e.g., \$100) be met before benefits begin, (2) has a coinsurance feature that requires the insured to pay a portion (e.g., 20 percent) of certain expenses, and (3) has a specified dollar maximum of benefits (e.g., \$10,000 a year).

Dental insurance plans provide normal dental service benefits, usually for fillings, extractions, and X-rays. Plans which provide benefits only for oral surgery or repairing accident damage are not reported.

An HMO provides comprehensive health care services to a specified group for fixed periodic payments rather than indemnification or reimbursement for medical, surgical,

and hospital expenses.

Retirement pension plans provide for regular payments to the retiree for life. Included are deferred profit-sharing plans which provide the option of purchasing a lifetime annuity.

Health plan participation (table B-7). Estimates are presented on the percent of production and office workers participating in selected health insurance and HMO plans. When an establishment was unable to supply the number of plan participants, approximations (imputations) were made, where possible, by using information from other establishments offering a similar plan. Imputations were never made for more than one-third of the production or clerical workers in an industry group (all industries, manufacturing, nonmanufacturing, and transportation and utilities); when imputations were made, they were usually for considerably less than one-third of the workers. Participation rates were estimated and published if participant numbers (including imputations) were available for 90 percent or more of the production or office workers in an industry group; consequently, a published estimate may not relate to a group total.

¹ Includes 70 areas surveyed under the Bureau's regular program plus Poughkeepsie-Kingston-Newburgh, N.Y., which is surveyed under contract. In addition, the Bureau conducts more limited area studies in approximately 100 areas at the request of the Employment Standards Administration of the U.S. Department of Labor.

² A revised 4-level job description for accounting clerks, being introduced in this survey, is not comparable to the previous 2-level description. Earnings of workers that could be compared to the previous overall level were used in wage trend computations.

³ Temporary disability insurance which provides benefits to covered workers disabled by injury or illness which is not work-connected is mandatory under State laws in California, New Jersey, New York, and Rhode Island. Establishment plans which meet only the legal requirements are excluded from these data, but those under which (1) employers contribute more than is legally required or (2) benefits exceed those specified in the State law are included. In Rhode Island, benefits are paid out of a State fund to which only employees contribute. In each of the other three States, benefits are paid either from a State fund or through a private plan.

State fund financing: In California, only employees contribute to the State fund; in New Jersey, employees and employers contribute; in New York, employees contribute up to a specified maximum and employers pay the difference between the employees' share and the total contribution required.

Private plan financing: In California and New Jersey, employees cannot be required to contribute more than they would if they were covered by the State fund; in New York, employees can agree to contribute more if the State rules that the additional contribution is commensurate with the benefit provided.

Federal legislation (Railroad Unemployment Insurance Act) provides temporary disability insurance benefits to railroad workers for illness or injury, whether work-connected or not. The legislation requires that employers bear the entire cost of the insurance.

⁴ An establishment is considered as having a formal plan if it specifies at least the minimum number of days of sick leave available to each employee. Such a plan need not be written, but informal sick leave allowances determined on an individual basis are excluded.

Appendix table 1. Establishments and workers within scope of survey and number studied in Washington, D.C.-Md.-Va.,¹ March 1981

Industry division ²	Minimum employment in establishments in scope of survey	Number of establishments		Workers in establishments				
		Within scope of survey ³	Studied	Within scope of survey				Studied ⁴
				Total ⁵		Full-time production and related workers	Full-time office workers	
				Number	Percent			
All establishments								
All divisions.....	-	1,450	214	434,255	100	174,573	87,670	178,302
Manufacturing.....	100	99	44	31,346	7	15,523	5,206	18,232
Nonmanufacturing.....	-	1,351	170	402,909	93	159,050	82,464	160,070
Transportation, communication, and other public utilities ⁶	100	70	27	49,205	11	21,883	11,911	37,289
Wholesale trade.....	50	148	18	22,141	5	(*)	(*)	8,515
Retail trade.....	100	179	26	146,789	34	(*)	(*)	71,278
Finance, insurance, and real estate.....	50	252	26	50,380	12	(*)	(*)	9,053
Services ⁷	50	702	73	134,394	31	(*)	(*)	33,935
Large establishments								
All divisions.....	-	137	61	235,235	100	98,003	40,000	150,985
Manufacturing.....	500	13	10	15,374	7	6,275	2,586	11,745
Nonmanufacturing.....	-	124	51	219,861	93	91,728	37,414	139,240
Transportation, communication, and other public utilities ⁶	500	15	10	38,846	17	17,929	8,832	33,982
Wholesale trade.....	500	5	4	8,178	3	(*)	(*)	6,775
Retail trade.....	500	37	16	104,327	44	(*)	(*)	68,134
Finance, insurance, and real estate.....	500	21	5	21,720	9	(*)	(*)	5,922
Services ⁷	500	46	16	46,790	20	(*)	(*)	24,427

¹ The Washington, D.C.-Md.-Va. Standard Metropolitan Statistical Area, as defined by the Office of Management and Budget through February 1974, consists of the District of Columbia; the counties of Charles, Montgomery, and Prince Georges, Md.; and Arlington, Fairfax, Loudoun, and Prince William, Va.; and the cities of Alexandria, Fairfax, and Falls Church, Va. The "workers within scope of survey" estimates provide a reasonably accurate description of the size and composition of the labor force included in the survey. Estimates are not intended, however, for comparison with other statistical series to measure employment trends or levels since (1) planning of wage surveys requires establishment data compiled considerably in advance of the payroll period studied, and (2) small establishments are excluded from the scope of the survey.

² The 1972 edition of the *Standard Industrial Classification Manual* was used to classify establishments by industry division. All government operations are excluded from the scope of the survey.

³ Includes all establishments with total employment at or above the minimum limitation. All outlets (within the area) of nonmanufacturing companies are considered as one establishment when located within the same industry division.

⁴ Includes executive, professional, part-time, seasonal, and other workers excluded from the separate production and office categories.

⁵ Abbreviated to "transportation and utilities" in the A- and B-series tables. Formerly referred to as "public utilities". Taxicabs and services incidental to water transportation are excluded. The local transit system is governmentally operated and excluded by definition from the scope of the survey.

⁶ Separate data for this division are not presented in the A- and B-series tables, but the division is represented in the 'all industries' and 'nonmanufacturing' estimates.

⁷ Hotels and motels; laundries and other personal services; business services; automobile repair, rental, and parking; motion pictures; nonprofit membership organizations (excluding religious and charitable organizations); and engineering and architectural services.

Appendix table 2. Percent of workers covered by labor-management agreements, Washington, D.C.-Md.-Va., March 1981

<i>Industry division</i>	<i>Production and related workers</i>	<i>Office workers</i>
All industries	45	20
Manufacturing	55	26
Nonmanufacturing	44	19
Transportation and utilities	98	59

NOTE: An establishment is considered to have a contract covering all production or office workers if a majority of such workers is covered by a labor-management agreement. Therefore, all other production or office workers are employed in establishments that either do not have labor-management contracts in effect, or have contracts that apply to fewer than half of their production or office workers. Estimates are not necessarily representative of the extent to which all workers in the area may be covered by the provisions of labor-management agreements, because small establishments are excluded and the industrial scope of the survey is limited.

Appendix table 3. Industrial composition in manufacturing, Washington, D.C.-Md.-Va., March 1981

(Percent of all manufacturing workers)

Printing and publishing	34
Newspapers	19
Periodicals	6
Books	5
Electric and electronic equipment	27
Communication equipment	17
Electronic components and accessories	9
Food and kindred products	11
Chemicals and allied products	5
Primary metals industry	5
Instruments and related products	5

NOTE: This information is based on estimates of total employment derived from universe materials compiled before actual survey.

Appendix B. Occupational Descriptions

The primary purpose of preparing job descriptions for the Bureau's wage surveys is to assist its field representatives in classifying into appropriate occupations workers who are employed under a variety of payroll titles and different work arrangements from establishment to establishment and from area to area. This permits grouping occupational wage rates representing comparable job content. Because of this emphasis on interestablishment and interarea comparability of occupational content, the Bureau's job descriptions may differ significantly from those in use in individual establishments or those prepared for other purposes. In applying these job descriptions, the Bureau's field representatives are instructed to exclude working supervisors; apprentices; and part-time, temporary, and probationary workers. Handicapped workers whose earnings are reduced because of their handicap are also excluded. Learners, beginners, and trainees, unless specifically included in the job description, are excluded.

Listed below are several occupations for which revised descriptions or titles are being introduced in this survey:

Stenographer
Typist
Accounting clerk

Drafter
Stationary engineer
Boiler tender

The Bureau has discontinued collecting data for tabulating-machine operator, bookkeeping-machine operator, and machine biller.

Office

SECRETARY

Assigned as a personal secretary, normally to one individual. Maintains a close and highly responsive relationship to the day-to-day activities of the supervisor. Works fairly independently receiving a minimum of detailed supervision and guidance. Performs varied clerical and secretarial duties requiring a knowledge of office routine and understanding of the organization, programs, and procedures related to the work of the supervisor.

Exclusions. Not all positions that are titled "secretary" possess the above characteristics. Examples of positions which are excluded from the definition are as follows:

- a. Positions which do not meet the "personal" secretary concept described above;
- b. Stenographers not fully trained in secretarial-type duties;
- c. Stenographers serving as office assistants to a group of professional, technical, or managerial persons;
- d. Assistant-type positions which entail more difficult or more responsible technical, administrative, or supervisory duties which are not typical of secretarial work, e.g., Administrative Assistant, or Executive Assistant;
- e. Positions which do not fit any of the situations listed in the sections below titled "Level of Supervisor," e.g., secretary to the president of a company that employs, in all, over 5,000 persons;
- f. Trainees.

Classification by level. Secretary jobs which meet the required characteristics are matched at one of five levels according to (a) the level of the secretary's supervisor within the company's organizational structure and, (b) the level of the secretary's responsibility. The tabulation following the explanations of these two factors indicates the level of the secretary for each combination of the factors.

Level of Secretary's Supervisor (LS)

LS-1

- a. Secretary to the supervisor or head of a small organizational unit (e.g., fewer than about 25 or 30 persons); or
- b. Secretary to a nonsupervisory staff specialist, professional employee, administrative officer or assistant, skilled technician or expert. (NOTE: Many companies assign stenographers, rather than secretaries as described above, to this level of supervisory or nonsupervisory worker.)

LS-2

- a. Secretary to an executive or managerial person whose responsibility is not equivalent to one of the specific level situations in the definition for LS-3, but whose organizational unit normally numbers at least several dozen employees and is usually divided into organizational segments which are often, in turn, further subdivided. In some companies, this level includes a wide range of organizational echelons; in others, only one or two; or
- b. Secretary to the head of an individual plant, factory, etc., (or other equivalent level of official) that employs, in all, fewer than 5,000 persons.

LS-3

- a. Secretary to the chairman of the board or president of a company that employs, in all, fewer than 100 persons; or
- b. Secretary to a corporate officer (other than chairman of the board or president) of a company that employs, in all, over 100 but fewer than 5,000 persons; or
- c. Secretary to the head (immediately below the officer level) over either a major corporatewide functional activity (e.g., marketing, research, operations, industrial relations, etc.) or a major geographic or organizational segment (e.g., a regional headquarters; a major division) of a company that employs, in all, over 5,000 but fewer than 25,000 employees; or
- d. Secretary to the head of an individual plant, factory, etc., (or other equivalent level of official) that employs, in all, over 5,000 persons; or
- e. Secretary to the head of a large and important organizational segment (e.g., a middle management supervisor of an organizational segment often involving as many as several hundred persons) of a company that employs, in all, over 25,000 persons.

LS-4

- a. Secretary to the chairman of the board or president of a company that employs, in all, over 100 but fewer than 5,000 persons; or
- b. Secretary to a corporate officer (other than the chairman of the board or president) of a company that employs, in all, over 5,000 but fewer than 25,000 persons; or
- c. Secretary to the head, immediately below the corporate officer level, of a major segment or subsidiary of a company that employs, in all, over 25,000 persons.

NOTE: The term "corporate officer" used in the above LS definition refers to those officials who have a significant corporatewide policymaking role with regard to major company activities. The title "vice president," though normally indicative of this role, does not in all cases identify such positions. Vice presidents whose primary responsibility is to act personally on individual cases or transactions (e.g., approve or deny individual loan or credit actions; administer individual trust accounts; directly supervise a clerical staff) are not considered to be "corporate officers" for purposes of applying the definition.

Level of Secretary's Responsibility (LR)

This factor evaluates the nature of the work relationship between the secretary and the supervisor, and the extent to which the secretary is expected to exercise initiative and judgment. Secretaries should be matched at LR-1 or LR-2 described below according to their level of responsibility.

LR-1

Performs varied secretarial duties including or comparable to most of the following:

- a. Answers telephones, greets personal callers, and opens incoming mail.
- b. Answers telephone requests which have standard answers. May reply to requests by sending a form letter.
- c. Reviews correspondence, memoranda, and reports prepared by others for the supervisor's signature to ensure procedural and typographical accuracy.
- d. Maintains supervisor's calendar and makes appointments as instructed.
- e. Types, takes and transcribes dictation, and files.

LR-2

Performs duties described under LR-1 and, *in addition* performs tasks requiring greater judgment, initiative, and knowledge of office functions including or comparable to most of the following:

- a. Screens telephone and personal callers, determining which can be handled by the supervisor's subordinates or other offices.
- b. Answers requests which require a detailed knowledge of office procedures or collection of information from files or other offices. *May* sign routine correspondence in own or supervisor's name.
- c. Compiles or assists in compiling periodic reports on the basis of general instructions.
- d. Schedules tentative appointments without prior clearance. Assembles necessary background material for scheduled meetings. Makes arrangements for meetings and conferences.
- e. Explains supervisor's requirements to other employees in supervisor's unit. (Also types, takes dictation, and files.)

The following tabulation shows the level of the secretary for each LS and LR combination:

	<i>LR-1</i>	<i>LR-2</i>
LS-1.....	I	II
LS-2.....	II	III
LS-3.....	III	IV
LS-4.....	IV	V

STENOGRAPHER

Primary duty is to take dictation using shorthand, and to transcribe the dictation. May also type from written copy. May operate from a stenographic pool. May occasionally transcribe from voice recordings. (If primary duty is transcribing from recordings, see Transcribing-machine typist.)

NOTE: This job is distinguished from that of a secretary in that a secretary normally works as the principal office assistant performing more responsible and discretionary tasks.

Stenographer I.

Takes and transcribes dictation under close supervision and detailed instructions. May maintain files, keep simple records, or perform other relatively routine clerical tasks.

Stenographer II.

Takes and transcribes dictation determining the most appropriate format. Performs stenographic duties requiring significantly greater independence and responsibility than Stenographer I. Supervisor typically provides general instructions. Work requires a thorough working knowledge of general business and office procedures and of the specific business operations, organizations, policies, procedures, files, workflow, etc. Uses this knowledge in performing stenographic duties and responsible clerical tasks such as maintaining follow up files; assembling material for reports, memoranda, and letters; composing simple letters from general instructions; reading and routing incoming mail; answering routine questions, etc.

TRANSCRIBING-MACHINE TYPIST

Primary duty is to type copy of voice recorded dictation which does *not* involve varied technical or specialized vocabulary such as that used in legal briefs or reports on scientific research. May also type from written copy. May maintain files, keep simple records, or perform other relatively routine clerical tasks. (See Stenographer definition for workers involved with shorthand dictation.)

TYPIST

Uses a manual, electric, or automatic typewriter to type various materials. Included are automatic typewriters that are used only to record text and update and reproduce previously typed items from magnetic cards or tape. May include typing of stencils, mats, or similar materials for use in duplicating processes. May do clerical work involving little special training, such as keeping simple records, filing records and reports, or sorting and distributing incoming mail.

Excluded from this definition is work that involves:

- a. Typing directly from spoken material that has been recorded on disks, cylinders, belts, tapes, or other similar media;
- b. The use of varitype machines, composing equipment, or automatic equipment in preparing material for printing; and

- c. Familiarity with specialized terminology in various keyboard commands to manipulate or edit the recorded text to accomplish revisions, or to perform tasks such as extracting and listing items from the text, or transmitting text to other terminals, or using "sort" commands to have the machine reorder material. Typically requires the use of automatic equipment which may be either computer linked or have a programmable memory so that material can be organized in regularly used formats or preformed paragraphs which can then be coded and stored for future use in letters or documents.

Typist I

Performs *one or more of the following*: Copy typing from rough or clear drafts; or routine typing of forms, insurance policies, etc.; or setting up simple standard tabulations; or copying more complex tables already set up and spaced properly.

Typist II

Performs *one or more of the following*: Typing material in final form when it involves combining material from several sources; or responsibility for correct spelling, syllabication, punctuation, etc., of technical or unusual words or foreign language material; or planning layout and typing of complicated statistical tables to maintain uniformity and balance in spacing. May type routine form letters, varying details to suit circumstances.

FILE CLERK

Files, classifies, and retrieves material in an established filing system. May perform clerical and manual tasks required to maintain files. Positions are classified into levels on the basis of the following definitions:

File Clerk I

Performs routine filing of material that has already been classified or which is easily classified in a simple serial classification system (e.g., alphabetical, chronological, or numerical). As requested, locates readily available material in files and forwards material; and may fill out withdrawal charge. May perform simple clerical and manual tasks required to maintain and service files.

File Clerk II

Sorts, codes, and files unclassified material by simple (subject matter) headings or partly classified material by finer subheadings. Prepares simple related index and cross-reference aids. As requested, locates clearly identified material in files and forwards material. May perform related clerical tasks required to maintain and service files.

File Clerk III

Classifies and indexes file material such as correspondence, reports, technical documents, etc., in an established filing system containing a number of varied subject matter files. May also file this material. May keep records of various types in conjunction with the files. May lead a small group of lower level file clerks.

MESSENGER

Performs various routine duties such as running errands, operating minor office machines such as sealers or mailers, opening and distributing mail, and other minor clerical work. Exclude positions that require operation of a motor vehicle as a significant duty.

SWITCHBOARD OPERATOR

Operates a telephone switchboard or console used with a private branch exchange (PBX) system to relay incoming, outgoing, and intrasystem calls. May provide information to callers, record and transmit messages, keep record of calls placed and toll charges. Besides operating a telephone switchboard or console, *may* also type or perform routine clerical work (typing or routine clerical work may occupy the major portion of the worker's time, and is usually performed while at the switchboard or console). Chief or lead operators in establishments employing more than one operator are excluded. For an operator who also acts as a receptionist, see Switchboard operator-receptionist.

SWITCHBOARD OPERATOR-RECEPTIONIST

At a single-position telephone switchboard or console, acts both as an operator—see Switchboard operator—and as a receptionist. Receptionist's work involves such duties as greeting visitors; determining nature of visitor's business and providing appropriate information; referring visitor to appropriate person in the organization or contacting that person by telephone and arranging an appointment; keeping a log of visitors.

ORDER CLERK

Receives written or verbal customers' purchase orders for material or merchandise from customers or sales people. Work typically involves some combination of the following duties: Quoting prices; determining availability of ordered items and suggesting substitutes when necessary; advising expected delivery date and method of delivery; recording order and customer information on order sheets; checking order sheets for accuracy and adequacy of information recorded; ascertaining credit rating of customer; furnishing customer with acknowledgement of receipt of order; following up to see that order is delivered by the specified date or to let customer know of a delay in delivery; maintaining order file; checking shipping invoice against original order. *Exclude workers paid on a commission basis or whose duties include any of the following:* Receiving orders for services rather than for material or merchandise; providing customers with consultative advice using knowledge gained from engineering or extensive technical training; emphasizing selling skills; handling material or merchandise as an integral part of the job.

Positions are classified into levels according to the following definitions:

Order Clerk I

Handles orders involving items which have readily identified uses and applications. May refer to a catalog, manufacturer's manual, or similar document to insure that proper item is supplied or to verify price of ordered item.

Order Clerk II

Handles orders that involve making judgments such as choosing which specific product or material from the establishment's product lines will satisfy the customer's needs, or determining the price to be quoted when pricing involves more than merely referring to a price list or making some simple mathematical calculations.

ACCOUNTING CLERK

Performs one or more accounting tasks such as posting to registers and ledgers; balancing and reconciling accounts; verifying the internal consistency, completeness, and mathematical accuracy of accounting documents; assigning prescribed accounting

distribution codes; examining and verifying the clerical accuracy of various types of reports, lists, calculations, postings, etc.; preparing journal vouchers; or making entries or adjustments to accounts.

Levels I and II require a basic knowledge of routine clerical methods and office practices and procedures as they relate to the clerical processing and recording of transactions and accounting information. Levels III and IV *require* a knowledge and understanding of the established and standardized bookkeeping and accounting procedures and techniques used in an accounting system, or a segment of an accounting system, where there are few variations in the types of transactions handled. In addition, some jobs at each level may require a basic knowledge and understanding of the terminology, codes, and processes used in an automated accounting system.

Accounting Clerk I

Performs very simple and routine accounting clerical operations, for example, recognizing and comparing easily identified numbers and codes on similar and repetitive accounting documents, verifying mathematical accuracy, and identifying discrepancies and bringing them to the supervisor's attention. Supervisor gives clear and detailed instructions for specific assignments. Employee refers to supervisor all matters not covered by instructions. Work is closely controlled and reviewed in detail for accuracy, adequacy, and adherence to instructions.

Accounting Clerk II

Performs one or more routine accounting clerical operations, such as: Examining, verifying, and correcting accounting transactions to ensure completeness and accuracy of data and proper identification of accounts, and checking that expenditures will not exceed obligations in specified accounts; totaling, balancing, and reconciling collection vouchers; posting data to transaction sheets where employee identifies proper accounts and items to be posted; and coding documents in accordance with a chart (listing) of accounts. Employee follows specific and detailed accounting procedures. Completed work is reviewed for accuracy and compliance with procedures.

Accounting Clerk III

Uses a knowledge of double entry bookkeeping in performing one or more of the following: Posts actions to journals, identifying subsidiary accounts affected and debit and credit entries to be made and assigning proper codes; reviews computer printouts against manually maintained journals, detecting and correcting erroneous postings, and preparing documents to adjust accounting classifications and other data; or reviews lists of transactions rejected by an automated system, determining reasons for rejections, and preparing necessary correcting material. On routine assignments, employee selects and applies established procedures and techniques. Detailed instructions are provided for difficult or unusual assignments. Completed work and methods used are reviewed for technical accuracy.

Accounting Clerk IV

Maintains journals or subsidiary ledgers of an accounting system and balances and reconciles accounts. Typical duties include one or both of the following: Reviews invoices and statements (verifying information, ensuring sufficient funds have been obligated, and if questionable, resolving with the submitting unit, determining accounts involved, coding transactions, and processing material through data processing for

application in the accounting system); and/or analyzes and reconciles computer printouts with operating unit reports (contacting units and researching causes of discrepancies, and taking action to ensure that accounts balance). Employee resolves problems in recurring assignments in accordance with previous training and experience. Supervisor provides suggestions for handling unusual or nonrecurring transactions. Conformance with requirements and technical soundness of completed work are reviewed by the supervisor or are controlled by mechanisms built into the accounting system.

NOTE: Excluded from level IV are positions responsible for maintaining either a general ledger or a general ledger in combination with subsidiary accounts.

PAYROLL CLERK

Performs the clerical tasks necessary to process payrolls and to maintain payroll records. Work involves *most of the following*: Processing workers' time or production records; adjusting workers' records for changes in wage rates, supplementary benefits, or tax deductions; editing payroll listings against source records; tracing and correcting errors in listings; and assisting in preparation of periodic summary payroll reports. In a nonautomated payroll system, computes wages. Work may require a practical knowledge of governmental regulations, company payroll policy, or the computer system for processing payrolls.

KEY ENTRY OPERATOR

Operates keyboard-controlled data entry device such as keypunch machine or key-operated magnetic tape or disk encoder to transcribe data into a form suitable for computer processing. Work requires skill in operating an alphanumeric keyboard and an understanding of transcribing procedures and relevant data entry equipment.

Positions are classified into levels on the basis of the following definitions:

Key Entry Operator I

Work is routine and repetitive. Under close supervision or following specific procedures or detailed instructions, works from various standardized source documents which have been coded and require little or no selecting, coding, or interpreting of data to be entered. Refers to supervisor problems arising from erroneous items, codes, or missing information.

Key Entry Operator II

Work requires the application of experience and judgment in selecting procedures to be followed and in searching for, interpreting, selecting, or coding items to be entered from a variety of source documents. On occasion may also perform routine work as described for level I.

NOTE: Excluded are operators above level II using the key entry controls to access, read, and evaluate the substance of specific records to take substantive actions, or to make entries requiring a similar level of knowledge.

Professional and Technical

COMPUTER SYSTEMS ANALYST, BUSINESS

Analyzes business problems to formulate procedures for solving them by use of electronic data processing equipment. Develops a complete description of all specifications needed to enable programmers to prepare required digital computer programs. Work involves *most of the following*: Analyzes subject-matter operations to be automated and identifies conditions and criteria required to achieve satisfactory results; specifies number and types of records, files, and documents to be used; outlines actions to be performed by personnel and computers in sufficient detail for presentation to management and for programming (typically this involves preparation of work and data flow charts); coordinates the development of test problems and participates in trial runs of new and revised systems; and recommends equipment changes to obtain more effective overall operations. (NOTE: Workers performing both systems analysis and programming should be classified as systems analysts if this is the skill used to determine their pay.)

Does not include employees primarily responsible for the management or supervision of other electronic data processing employees, or systems analysts primarily concerned with scientific or engineering problems.

For wage study purposes, systems analysts are classified as follows:

Computer Systems Analyst I

Works under immediate supervision, carrying out analyses as assigned, usually of a single activity. Assignments are designed to develop and expand practical experience in the application of procedures and skills required for systems analysis work. For example, may assist a higher level systems analyst by preparing the detailed specifications required by programmers from information developed by the higher level analyst.

Computer Systems Analyst II

Works independently or under only general direction on problems that are relatively uncomplicated to analyze, plan, program, and operate. Problems are of limited complexity because sources of input data are homogeneous and the output data are closely related. (For example, develops systems for maintaining depositor accounts in a bank, maintaining accounts receivable in a retail establishment, or maintaining inventory accounts in a manufacturing or wholesale establishment.) Confers with persons concerned to determine the data processing problems and advises subject-matter personnel on the implications of the data processing systems to be applied. *OR*

Works on a segment of a complex data processing scheme or system, as described for level III. Works independently on routine assignments and receives instruction and guidance on complex assignments. Work is reviewed for accuracy of judgment, compliance with instructions, and to insure proper alignment with the overall system.

Computer Systems Analyst III

Works independently or under only general direction on complex problems involving all phases of systems analysis. Problems are complex because of diverse sources of input data and multiple-use requirements of output data. (For example, develops an integrated production scheduling, inventory control, cost analysis, and sales analysis record in which every item of each type is automatically processed through the full system of records and appropriate follow-up actions are initiated by the computer.)

Confers with persons concerned to determine the data processing problems and advises subject-matter personnel on the implications of new or revised systems of data processing operations. Makes recommendations, if needed, for approval of major systems installations or changes and for obtaining equipment.

May provide functional direction to lower level systems analysts who are assigned to assist.

COMPUTER PROGRAMMER, BUSINESS

Converts statements of business problems, typically prepared by a systems analyst, into a sequence of detailed instructions which are required to solve the problems by automatic data processing equipment. Working from charts or diagrams, the programmer develops the precise instructions which, when entered into the computer system in coded language, cause the manipulation of data to achieve desired results. Work involves *most of the following*: Applies knowledge of computer capabilities, mathematics, logic employed by computers, and particular subject matter involved to analyze charts and diagrams of the problem to be programmed; develops sequence of program steps; writes detailed flow charts to show order in which data will be processed; converts these charts to coded instructions for machine to follow; tests and corrects programs; prepares instructions for operating personnel during production run; analyzes, reviews, and alters programs to increase operating efficiency or adapt to new requirements; maintains records of program development and revisions. (NOTE: Workers performing both systems analysis and programming should be classified as systems analysts if this is the skill used to determine their pay.)

Does not include employees primarily responsible for the management or supervision of other electronic data processing employees, or programmers primarily concerned with scientific and/or engineering problems.

For wage study purposes, programmers are classified as follows:

Computer Programmer I

Makes practical applications of programming practices and concepts usually learned in formal training courses. Assignments are designed to develop competence in the application of standard procedures to routine problems. Receives close supervision on new aspects of assignments; and work is reviewed to verify its accuracy and conformance with required procedures.

Computer Programmer II

Works independently or under only general direction on relatively simple programs, or on simple segments of complex programs. Programs (or segments) usually process information to produce data in two or three varied sequences or formats. Reports and listings are produced by refining, adapting, arraying, or making minor additions to or deletions from input data which are readily available. While numerous records may be processed, the data have been refined in prior actions so that the accuracy and sequencing of data can be tested by using a few routine checks. Typically, the program deals with routine recordkeeping operations. *OR*

Works on complex programs (as described for level III) under close direction of a higher level programmer or supervisor. May assist higher level programmer by independently performing less difficult tasks assigned, and performing more difficult tasks under fairly close direction.

May guide or instruct lower level programmers.

Computer Programmer III

Works independently or under only general direction on complex problems which require competence in all phases of programming concepts and practices. Working from diagrams and charts which identify the nature of desired results, major processing steps to be accomplished, and the relationships between various steps of the problem solving routine; plans the full range of programming actions needed to efficiently utilize the computer system in achieving desired end products.

At this level, programming is difficult because computer equipment must be organized to produce several interrelated but diverse products from numerous and diverse data elements. A wide variety and extensive number of internal processing actions must occur. This requires such actions as development of common operations which can be reused, establishment of linkage points between operations, adjustments to data when program requirements exceed computer storage capacity, and substantial manipulation and resequencing of data elements to form a highly integrated program.

May provide functional direction to lower level programmers who are assigned to assist.

COMPUTER OPERATOR

In accordance with operating instructions, monitors and operates the control console of a digital computer to process data. Executes runs by either serial processing (processes one program at a time) or multiprocessing (processes two or more programs simultaneously). The following duties characterize the work of a computer operator:

- a. Studies operating instructions to determine equipment setup needed.
- b. Loads equipment with required items (tapes, cards, disks, paper, etc.).
- c. Switches necessary auxiliary equipment into system.
- d. Starts and operates computer.
- e. Responds to operating and computer output instructions.
- f. Reviews error messages and makes corrections during operation *or* refers problems.
- g. Maintains operating record.

May test-run new or modified programs. May assist in modifying systems or programs. The scope of this definition includes trainees working to become fully qualified computer operators, fully qualified computer operator, and lead operators providing technical assistance to lower level operators. It excludes workers who monitor and operate remote terminals.

For wage study purposes, computer operators are classified as follows:

Computer Operator I

Work assignments are limited to established production runs (i.e., programs which present few operating problems). Assignments may consist primarily of on-the-job training (sometimes augmented by classroom instruction). When learning to run programs, the supervisor or a higher level operator provides detailed written or oral guidance to the operator before and during the run. After the operator has gained experience with a program, however, the operator works fairly independently in applying standard operating or corrective procedures in responding to computer output instructions or error conditions, but refers problems to a higher level operator or the supervisor when standard procedures fail.

Computer Operator II

In addition to established production runs, work assignments include runs involving new programs, applications, and procedures (i.e., situations which require the operator to adapt to a variety of problems). At this level, the operator has the training and experience to work fairly independently in carrying out most assignments. Assignments may require the operator to select from a variety of standard setup and operating procedures. In responding to computer output instructions or error conditions, applies standard operating or corrective procedures, but may deviate from standard procedures when standard procedures fail if deviation does not materially alter the computer unit's production plans. Refers the problem or aborts the program when procedures applied do not provide a solution. May guide lower level operators.

Computer Operator III

In addition to work assignments described for Computer operator II (see above) the work of Computer operator III involves at least one of the following:

- a. Deviates from standard procedures to avoid the loss of information or to conserve computer time even though the procedures applied materially alter the computer unit's production plans.
- b. Tests new programs, applications, and procedures.
- c. Advises programmers and subject-matter experts on setup techniques.
- d. Assists in (1) maintaining, modifying, and developing operating systems or programs; (2) developing operating instructions and techniques to cover problem situations; and/or (3) switching to emergency backup procedures (such assistance requires a working knowledge of program language, computer features, and software systems).

An operator at this level typically guides lower level operators.

PERIPHERAL EQUIPMENT OPERATOR

Operates peripheral equipment which directly supports digital computer operations. Such equipment is uniquely and specifically designed for computer applications, but need not be physically or electronically connected to a computer. Printers, plotters, card read/punches, tape readers, tape units or drives, disk units or drives, and data display units are examples of such equipment.

The following duties characterize the work of a peripheral equipment operator:

- a. Loading printers and plotters with correct paper; adjusting controls for forms, thickness, tension, printing density, and location; and unloading hard copy.
- b. Labeling tape reels, disks, or card decks.
- c. Checking labels and mounting and dismounting designated tape reels or disks on specified units or drives.
- d. Setting controls which regulate operation of the equipment.
- e. Observing panel lights for warnings and error indications and taking appropriate action.
- f. Examining tapes, cards, or other material for creases, tears, or other defects which could cause processing problems.

This classification excludes workers (1) who monitor and operate a control console (see Computer operator) or a remote terminal, or (2) whose duties are limited to operating decollaters, bursters, separators, or similar equipment.

COMPUTER DATA LIBRARIAN

Maintains library of media (tapes, disks, cards, cassettes) used for automatic data processing applications. The following or similar duties characterize the work of a computer data librarian: Classifying, cataloging, and storing media in accordance with a standardized system; upon proper requests, releasing media for processing; maintaining records of releases and returns; inspecting returned media for damage or excessive wear to determine whether or not they need replacing. May perform minor repairs to damaged tapes.

DRAFTER

Performs drafting work requiring knowledge and skill in drafting methods, procedures, and techniques. Prepares drawings of structures, mechanical and electrical equipment, piping and duct systems and other similar equipment, systems, and assemblies. Uses recognized systems of symbols, legends, shadings, and lines having specific meanings in drawings. Drawings are used to communicate engineering ideas, designs, and information in support of engineering functions.

The following are excluded when they constitute the primary purpose of the job:

- a. Design work requiring the technical knowledge, skill, and ability to conceive or originate designs;
- b. Illustrating work requiring artistic ability;
- c. Work involving the preparation of charts, diagrams, room arrangements, floor plans, etc.;
- d. Cartographic work involving the preparation of maps or plats and related materials, and drawings of geological structures; and
- e. Supervisory work involving the management of a drafting program or the supervision of drafters.

Positions are classified into levels on the basis of the following definitions.

Drafter I

Working under close supervision, traces or copies finished drawings, making clearly indicated revisions. Uses appropriate templates to draw curved lines. Assignments are designed to develop increasing skill in various drafting techniques. Work is spot-checked during progress and reviewed upon completion.

NOTE: Exclude drafters performing elementary tasks while receiving training in the most basic drafting methods.

Drafter II

Prepares drawings of simple, easily visualized parts of equipment from sketches or marked-up prints. Selects appropriate templates and other equipment needed to complete assignments. Drawings fit familiar patterns and present few technical problems. Supervisor provides detailed instructions on new assignments, gives guidance when questions arise, and reviews completed work for accuracy.

Drafter III

Prepares various drawings of parts and assemblies, including sectional profiles, irregular or reverse curves, hidden lines, and small or intricate details. Work requires use of most of the conventional drafting techniques and a working knowledge of the terms and procedures of the industry. Familiar or recurring work is assigned in general terms; unfamiliar assignments include information on methods, procedures, sources of information, and precedents to be followed. Simple revisions to existing drawings may be assigned with a verbal explanation of the desired results; more complex revisions are produced from sketches which clearly depict the desired product.

Drafter IV

Prepares complete sets of complex drawings which include multiple views, detail drawings, and assembly drawings. Drawings include complex design features that require considerable drafting skill to visualize and portray. Assignments regularly require the use of mathematical formulas to compute weights, load capacities, dimensions, quantities of materials, etc. Working from sketches and verbal information supplied by an engineer or designer, determines the most appropriate views, detail drawings, and supplementary information needed to complete assignments. Selects required information from precedents, manufacturers' catalogs, and technical guides. Independently resolves most of the problems encountered. Supervisor or designer may suggest methods of approach or provide advice on unusually difficult problems.

NOTE: Exclude drafters performing work of similar difficulty to that described at this level but who provide support for a variety of organizations which have widely differing functions or requirements.

Drafter V

Works closely with design originators, preparing drawings of unusual, complex or original designs which require a high degree of precision. Performs unusually difficult assignments requiring considerable initiative, resourcefulness, and drafting expertise. Assures that anticipated problems in manufacture, assembly, installation, and operation are resolved by the drawings produced. Exercises independent judgment in selecting and interpreting data based on a knowledge of the design intent. Although working primarily as a drafter, may occasionally perform engineering design work in interpreting general designs prepared by others or in completing missing design details. May provide advice and guidance to lower level drafters or serve as coordinator and planner for large and complex drafting projects.

ELECTRONICS TECHNICIAN

Works on various types of electronic equipment and related devices by performing one or a combination of the following: Installing, maintaining, repairing, overhauling, troubleshooting, modifying, constructing, and testing. Work requires practical application of technical knowledge of electronics principles, ability to determine malfunctions, and skill to put equipment in required operating condition.

The equipment—consisting of either many different kinds of circuits or multiple repetition of the same kind of circuit—includes, but is not limited to, the following: (a) Electronic transmitting and receiving equipment (e.g., radar, radio, television, telephone, sonar, navigational aids), (b) digital and analog computers, and (c) industrial and medical measuring and controlling equipment.

This classification excludes repairers of such standard electronic equipment as common office machines and household radio and television sets; production assemblers and testers; workers whose primary duty is servicing electronic test instruments; technicians who have administrative or supervisory responsibility; and drafters, designers, and professional engineers.

Positions are classified into levels on the basis of the following definitions:

Electronics Technician I

Applies working technical knowledge to perform simple or routine tasks in working on electronic equipment, following detailed instructions which cover virtually all procedures. Work typically involves such tasks as: Assisting higher level technicians by performing such activities as replacing components, wiring circuits, and taking test readings; repairing simple electronic equipment; and using tools and common test instruments (e.g., multimeters, audio signal generators, tube testers, oscilloscopes). Is not required to be familiar with the interrelationships of circuits. This knowledge, however, may be acquired through assignments designed to increase competence (including classroom training) so that worker can advance to higher level technician.

Receives technical guidance, as required, from supervisor or higher level technician. Work is typically spot-checked, but is given detailed review when new or advanced assignments are involved.

Electronics Technician II

Applies comprehensive technical knowledge to solve complex problems (i.e., those that typically *can* be solved solely by properly interpreting manufacturers' manuals or similar documents) in working on electronic equipment. Work involves: A familiarity with the interrelationships of circuits; and judgment in determining work sequence and in selecting tools and testing instruments, usually less complex than those used by the level III technician.

Receives technical guidance, as required, from supervisor or higher level technician, and work is reviewed for specific compliance with accepted practices and work assignments. May provide technical guidance to lower level technicians.

Electronics Technician III

Applies advanced technical knowledge to solve unusually complex problems (i.e., those that typically *cannot* be solved solely by reference to manufacturers' manuals or similar documents) in working on electronic equipment. Examples of such problems include location and density of circuitry, electromagnetic radiation, isolating malfunctions, and frequent engineering changes. Work involves: A detailed understanding of the interrelationships of circuits; exercising independent judgment in performing such tasks as making circuit analyses, calculating wave forms, tracing relationships in signal flow; and regularly using complex test instruments (e.g., dual trace oscilloscopes, Q-meters, deviation meters, pulse generators).

Work may be reviewed by supervisor (frequently an engineer or designer) for general compliance with accepted practices. May provide technical guidance to lower level technicians.

REGISTERED INDUSTRIAL NURSE

A registered nurse gives nursing service under general medical direction to ill or injured employees or other persons who become ill or suffer an accident on the premises

of a factory or other establishment. Duties involve *a combination of the following*: Giving first aid to the ill or injured; attending to subsequent dressing of employees' injuries; keeping records of patients treated; preparing accident reports for compensation or other purposes; assisting in physical examinations and health evaluations of applicants and employees; and planning and carrying out programs involving health education, accident prevention, evaluation of plant environment, or other activities affecting the health, welfare, and safety of all personnel. Nursing supervisors or head nurses in establishments employing more than one nurse are excluded.

Maintenance, Toolroom, and Powerplant

MAINTENANCE CARPENTER

Performs the carpentry duties necessary to construct and maintain in good repair building woodwork and equipment such as bins, cribs, counters, benches, partitions, doors, floors, stairs, casings, and trim made of wood in an establishment. Work involves *most of the following*: Planning and laying out of work from blueprints, drawings, models, or verbal instructions; using a variety of carpenter's handtools, portable power tools, and standard measuring instruments; making standard shop computations relating to dimensions of work; and selecting materials necessary for the work. In general, the work of the maintenance carpenter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

MAINTENANCE ELECTRICIAN

Performs a variety of electrical trade functions such as the installation, maintenance, or repair of equipment for the generation, distribution, or utilization of electric energy in an establishment. Work involves *most of the following*: Installing or repairing any of a variety of electrical equipment such as generators, transformers, switchboards, controllers, circuit breakers, motors, heating units, conduit systems, or other transmission equipment; working from blueprints, drawings, layouts, or other specifications; locating and diagnosing trouble in the electrical system or equipment; working standard computations relating to load requirements of wiring or electrical equipment; and using a variety of electrician's handtools and measuring and testing instruments. In general, the work of the maintenance electrician requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

MAINTENANCE PAINTER

Paints and redecorates walls, woodwork, and fixtures of an establishment. Work involves *the following*: Knowledge of surface peculiarities and types of paint required for different applications; preparing surface for painting by removing old finish or by placing putty or filler in nail holes and interstices; and applying paint with spray gun or brush. May mix colors, oils, white lead, and other paint ingredients to obtain proper color or consistency. In general, the work of the maintenance painter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

MAINTENANCE MACHINIST

Produces replacement parts and new parts in making repairs of metal parts of mechanical equipment operated in an establishment. Work involves *most of the*

following: Interpreting written instructions and specifications; planning and laying out of work; using a variety of machinist's handtools and precision measuring instruments; setting up and operating standard machine tools; shaping of metal parts to close tolerances; making standard shop computations relating to dimensions of work, tooling, feeds, and speeds of machining; knowledge of the working properties of the common metals; selecting standard materials, parts, and equipment required for this work; and fitting and assembling parts into mechanical equipment. In general, the machinist's work normally requires a rounded training in machine-shop practice usually acquired through a formal apprenticeship or equivalent training and experience.

MAINTENANCE MECHANIC (MACHINERY)

Repairs machinery or mechanical equipment of an establishment. Work involves *most of the following*: Examining machines and mechanical equipment to diagnose source of trouble; dismantling or partly dismantling machines and performing repairs that mainly involve the use of handtools in scraping and fitting parts; replacing broken or defective parts with items obtained from stock; ordering the production of a replacement part by a machine shop or sending the machine to a machine shop for major repairs; preparing written specifications for major repairs or for the production of parts ordered from machine shops; reassembling machines; and making all necessary adjustments for operation. In general, the work of a machinery maintenance mechanic requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience. Excluded from this classification are workers whose *primary duties* involve setting up or adjusting machines.

MAINTENANCE MECHANIC (MOTOR VEHICLE)

Repairs automobiles, buses, motortrucks, and tractors of an establishment. Work involves *most of the following*: Examining automotive equipment to diagnose source of trouble; disassembling equipment and performing repairs that involve the use of such handtools as wrenches, gauges, drills, or specialized equipment in disassembling or fitting parts; replacing broken or defective parts from stock; grinding and adjusting valves; reassembling and installing the various assemblies in the vehicle and making necessary adjustments; and aligning wheels, adjusting brakes and lights, or tightening body bolts. In general, the work of the motor vehicle maintenance mechanic requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

This classification does not include mechanics who repair customers' vehicles in automobile repair shops.

MAINTENANCE PIPEFITTER

Installs or repairs water, steam, gas, or other types of pipe and pipefittings in an establishment. Work involves *most of the following*: Laying out work and measuring to locate position of pipe from drawings or other written specifications; cutting various sizes of pipe to correct lengths with chisel and hammer or oxyacetylene torch or pipe-cutting machines; threading pipe with stocks and dies; bending pipe by hand-driven or power-driven machines; assembling pipe with couplings and fastening pipe to hangers; making standard shop computations relating to pressures, flow, and size of pipe required; and making standard tests to determine whether finished pipes meet specifications. In general, the work of the maintenance pipefitter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent

training and experience. *Workers primarily engaged in installing and repairing building sanitation or heating systems are excluded.*

MAINTENANCE SHEET-METAL WORKER

Fabricates, installs, and maintains in good repair the sheet-metal equipment and fixtures (such as machine guards, grease pans, shelves, lockers, tanks, ventilators, chutes, ducts, metal roofing) of an establishment. Work involves *most of the following*: Planning and laying out all types of sheet-metal maintenance work from blueprints, models, or other specifications; setting up and operating all available types of sheet-metal working machines; using a variety of handtools in cutting, bending, forming, shaping, fitting, and assembling; and installing sheet-metal articles as required. In general, the work of the maintenance sheet-metal worker requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

MILLWRIGHT

Installs new machines or heavy equipment, and dismantles and installs machines or heavy equipment when changes in the plant layout are required. Work involves *most of the following*: Planning and laying out work; interpreting blueprints or other specifications; using a variety of handtools and rigging; making standard shop computations relating to stresses, strength of materials, and centers of gravity; aligning and balancing equipment; selecting standard tools, equipment, and parts to be used; and installing and maintaining in good order power transmission equipment such as drives and speed reducers. In general, the millwright's work normally requires a rounded training and experience in the trade acquired through a formal apprenticeship or equivalent training and experience.

MAINTENANCE TRADES HELPER

Assists one or more workers in the skilled maintenance trades by performing specific or general duties of lesser skill, such as keeping a worker supplied with materials and tools; cleaning working area, machine, and equipment; assisting journeyman by holding materials or tools; and performing other unskilled tasks as directed by journeyman. The kind of work the helper is permitted to perform varies from trade to trade: In some trades the helper is confined to supplying, lifting, and holding materials and tools, and cleaning working areas; and in others he is permitted to perform specialized machine operations, or parts of a trade that are also performed by workers on a full-time basis.

MACHINE-TOOL OPERATOR (TOOLROOM)

Specializes in operating one or more than one type of machine tool (e.g., jig borer, grinding machine, engine lathe, milling machine) to machine metal for use in making or maintaining jigs, fixtures, cutting tools, gauges, or metal dies or molds used in shaping or forming metal or nonmetallic material (e.g., plastic, plaster, rubber, glass). *Work typically involves*: Planning and performing difficult machining operations which require complicated setups or a high degree of accuracy; setting up machine tool or tools (e.g., install cutting tools and adjust guides, stops, working tables, and other controls to handle the size of stock to be machined; determine proper feeds, speeds, tooling, and operation sequence or select those prescribed in drawings, blueprints, or layouts); using a variety of precision measuring instruments; making necessary adjustments during machining operation to achieve requisite dimensions to very close tolerances. May be

required to select proper coolants and cutting and lubricating oils, to recognize when tools need dressing, and to dress tools. In general, the work of a machine-tool operator (toolroom) at the skill level called for in this classification requires extensive knowledge of machine-shop and toolroom practice usually acquired through considerable on-the-job training and experience.

For cross-industry wage study purposes, this classification does *not* include machine-tool operators (toolroom) employed in tool and die jobbing shops.

TOOL AND DIE MAKER

Constructs and repairs jigs, fixtures, cutting tools, gauges, or metal dies or molds used in shaping or forming metal or nonmetallic material (e.g., plastic, plaster, rubber, glass). *Work typically involves*: Planning and laying out work according to models, blueprints, drawings, or other written or oral specifications; understanding the working properties of common metals and alloys; selecting appropriate materials, tools, and processes required to complete task; making necessary shop computations; setting up and operating various machine tools and related equipment; using various tool and die maker's handtools and precision measuring instruments; working to very close tolerances; heat-treating metal parts and finished tools and dies to achieve required qualities; fitting and assembling parts to prescribed tolerances and allowances. In general, the tool and die maker's work requires rounded training in machine-shop and toolroom practice usually acquired through formal apprenticeship or equivalent training and experience.

For cross-industry wage study purposes, this classification does *not* include tool and die makers who (1) are employed in tool and die jobbing shops or (2) produce forging dies (die sinkers).

STATIONARY ENGINEER

Operates and maintains one or more systems which provide an establishment with such services as heat, air-conditioning (cool, humidify, dehumidify, filter, and circulate air), refrigeration, steam or high-temperature water, or electricity. Duties involve: Observing and interpreting readings on gauges, meters, and charts which register various aspects of the system's operation; adjusting controls to insure safe and efficient operation of the system and to meet demands for the service provided; recording in logs various aspects of the system's operation; keeping the engines, machinery, and equipment of the system in good working order. May direct and coordinate activities of other workers (not stationary engineers) in performing tasks directly related to operating and maintaining the system or systems.

The classification excludes head or chief engineers in establishments employing more than one engineer; workers required to be skilled in the repair of electronic control equipment; and workers in establishments producing electricity, steam, or heated or cooled air primarily for sale.

BOILER TENDER

Tends one or more boilers to produce steam or high-temperature water for use in an establishment. Fires boiler. Observes and interprets readings on gauges, meters, and charts which register various aspects of boiler operation. Adjusts controls to insure safe and efficient boiler operation and to meet demands for steam or high-temperature water. May also do one or more of the following: Maintain a log in which various aspects of boiler operation are recorded; clean, oil, make minor repairs or assist in

repairs to boilerroom equipment; and, following prescribed methods, treat boiler water with chemicals and analyze boiler water for such things as acidity, causticity, and alkalinity.

The classification excludes workers in establishments producing electricity, steam, or heated or cooled air primarily for sale.

Material Movement and Custodial

TRUCKDRIVER

Drives a truck within a city or industrial area to transport materials, merchandise, equipment, or workers between various types of establishments such as: Manufacturing plants, freight depots, warehouses, wholesale and retail establishments, or between retail establishments and customers' houses or places of business. May also load or unload truck with or without helpers, make minor mechanical repairs, and keep truck in good working order. *Salesroute and over-the-road drivers are excluded.*

For wage study purposes, truckdrivers are classified by type and rated capacity of truck, as follows:

Truckdriver, light truck

(straight truck, under 1 1/2 tons, usually 4 wheels)

Truckdriver, medium truck

(straight truck, 1 1/2 to 4 tons inclusive, usually 6 wheels)

Truckdriver, heavy truck

(straight truck, over 4 tons, usually 10 wheels)

Truckdriver, tractor-trailer

SHIPPER AND RECEIVER

Performs *clerical and physical* tasks in connection with shipping goods of the establishment in which employed and receiving incoming shipments. In performing day-to-day, routine tasks, follows established guidelines. In handling unusual nonroutine problems, receives specific guidance from supervisor or other officials. May direct and coordinate the activities of other workers engaged in handling goods to be shipped or being received.

Shippers typically are responsible for most of the following: Verifying that orders are accurately filled by comparing items and quantities of goods gathered for shipment against documents; insuring that shipments are properly packaged, identified with shipping information, and loaded into transporting vehicles; preparing and keeping records of goods shipped, e.g., manifests, bills of lading.

Receivers typically are responsible for most of the following: Verifying the correctness of incoming shipments by comparing items and quantities unloaded against bills of lading, invoices, manifests, storage receipts, or other records; checking for damaged goods; insuring that goods are appropriately identified for routing to departments within the establishment; preparing and keeping records of goods received.

For wage study purposes, workers are classified as follows:

Shipper

Receiver

Shipper and receiver

WAREHOUSEMAN

As directed, performs a *variety of warehousing* duties which require an *understanding of the establishment's storage plan*. Work involves *most of the following*: Verifying materials (or merchandise) against receiving documents, noting and reporting discrepancies and obvious damages; routing materials to prescribed storage locations; storing, stacking, or palletizing materials in accordance with prescribed storage methods; rearranging and taking inventory of stored materials; examining stored materials and reporting deterioration and damage; removing material from storage and preparing it for shipment. May operate hand or power trucks in performing warehousing duties.

Exclude workers whose *primary* duties involve shipping and receiving work (see Shipper and receiver and Shipping packer), order filling (see Order filler), or operating power trucks (see Power-truck operator).

ORDER FILLER

Fills shipping or transfer orders for finished goods from stored merchandise in accordance with specifications on sales slips, customers' orders, or other instructions. May, in addition to filling orders and indicating items filled or omitted, keep records of outgoing orders, requisition additional stock or report short supplies to supervisor, and perform other related duties.

SHIPPING PACKER

Prepares finished products for shipment or storage by placing them in shipping containers, the specific operations performed being dependent upon the type, size, and number of units to be packed, the type of container employed, and method of shipment. Work requires the placing of items in shipping containers and *may involve one or more of the following*: Knowledge of various items of stock in order to verify content; selection of appropriate type and size of container; inserting enclosures in container; using excelsior or other material to prevent breakage or damage; closing and sealing container; and applying labels or entering identifying data on container. *Packers who also make wooden boxes or crates are excluded.*

MATERIAL HANDLING LABORER

A worker employed in a warehouse, manufacturing plant, store, or other establishment whose duties involve *one or more of the following*: Loading and unloading various materials and merchandise on or from freight cars, trucks, or other transporting devices; unpacking, shelving, or placing materials or merchandise in proper storage location; and transporting materials or merchandise by handtruck, car, or wheelbarrow. *Longshore workers, who load and unload ships, are excluded.*

POWER-TRUCK OPERATOR

Operates a manually controlled gasoline- or electric-powered truck or tractor to transport goods and materials of all kinds about a warehouse, manufacturing plant, or other establishment.

For wage study purposes, workers are classified by type of powertruck, as follows:

Forklift operator

Power-truck operator (other than forklift)

GUARD

Protects property from theft or damage, or persons from hazards or interference. Duties involve serving at a fixed post, making rounds on foot or by motor vehicle, or escorting persons or property. May be deputized to make arrests. May also help visitors and customers by answering questions and giving directions.

Guards employed by establishments which provide protective services on a contract basis are included in this occupation.

For wage study purposes, guards are classified as follows:

Guard I

Carries out instructions primarily oriented toward insuring that emergencies and security violations are readily discovered and reported to appropriate authority. Intervenes directly only in situations which require minimal action to safeguard

property or persons. Duties require minimal training. Commonly, the guard is not required to demonstrate physical fitness. May be armed, but generally is not required to demonstrate proficiency in the use of firearms or special weapons.

Guard II

Enforces regulations designed to prevent breaches of security. Exercises judgment and uses discretion in dealing with emergencies and security violations encountered. Determines whether first response should be to intervene directly (asking for assistance when deemed necessary and time allows), to keep situation under surveillance, or to report situation so that it can be handled by appropriate authority. Duties require specialized training in methods and techniques of protecting security areas. Commonly, the guard is required to demonstrate continuing physical fitness and proficiency with firearms or other special weapons.

JANITOR, PORTER, OR CLEANER

Cleans and keeps in an orderly condition factory working areas and washrooms, or premises of an office, apartment house, or commercial or other establishment. Duties involve *a combination of the following*: Sweeping, mopping or scrubbing, and polishing floors; removing chips, trash, and other refuse; dusting equipment, furniture, or fixtures; polishing metal fixtures or trimmings; providing supplies and minor maintenance services; and cleaning lavatories, showers, and restrooms. *Workers who specialize in window washing are excluded.*

Appendix C. Job Conversion Table

Beginning in 1981, multilevel jobs are identified by numeric instead of alphabetic designations. A conversion table for the affected occupations follows:

Occupation	Numeric designation (currently used)	Alphabetic designation (previously used)	Occupation	Numeric designation (currently used)	Alphabetic designation (previously used)
Secretary.....	I	E	Computer systems analyst (business).....	I	C
	II	D		II	B
	III	C		III	A
	IV	B	Computer programmer (business)	I	C
	V	A		II	B
Stenographer.....	I	General Senior	III	A	
	II		Computer operator	I	C
Typist.....	I	B		II	B
	II	A	III	A	
File clerk	I	C	Drafter	I	(not comparable)
	II	B		II	
	III	A		III	
Order clerk.....	I	B		IV	
	II	A		V	
Accounting clerk	I	(not comparable)	Electronics technician	I	C
	II			II	B
	III		III	A	
	IV		Guard.....	I	B
I	II	A			
Key entry operator	II	A			

Area Wage Surveys

A list of the latest bulletins available is presented below. Bulletins may be purchased from any of the BLS regional offices shown on the back cover, or from the Superintendent of Documents, U.S. Government Printing Office, Washington, D. C. 20402. Make checks payable to Superintendent of Documents. A directory of occupational wage surveys, covering the years 1974 through 1979, is available on request.

Area	Bulletin number and price*	Bulletin number and price*
Albany-Schenectady-Troy, N.Y., Sept. 1980 ¹	3000-45	\$2.25
Anaheim-Santa Ana-Garden Grove, Calif., Oct. 1980	3000-62	\$2.00
Atlanta, Ga., May 1980	3000-21	\$2.25
Baltimore, Md., Aug. 1980	3000-38	\$2.25
Billings, Mont., July 1980 ¹	3000-31	\$2.00
Boston, Mass., Aug. 1980	3000-40	\$2.25
Buffalo, N.Y., Oct. 1980	3000-52	\$2.25
Chattanooga, Tenn.—Ga., Sept. 1980	3000-44	\$1.75
Chicago, Ill., May 1980 ¹	3000-26	\$3.25
Cincinnati, Ohio—Ky.—Ind., July 1980	3000-32	\$2.25
Cleveland, Ohio, Sept. 1980 ¹	3000-46	\$3.25
Columbus, Ohio, Oct. 1980	3000-48	\$2.00
Corpus Christi, Tex., July 1980	3000-28	\$1.75
Dallas—Fort Worth, Tex., Dec. 1980 ¹	3000-67	\$3.25
Davenport—Rock Island—Moline, Iowa—Ill., Feb. 1980 ¹	3000- 5	\$2.25
Dayton, Ohio, Dec. 1980 ¹	3000-64	\$2.25
Daytona Beach, Fla., Aug. 1980 ¹	3000-33	\$1.75
Denver—Boulder, Colo., Dec. 1980 ¹	3000-68	\$3.25
Detroit, Mich., Mar. 1980	3000- 7	\$2.25
Fresno, Calif., June 1980 ¹	3000-30	\$2.00
Gainesville, Fla., Sept. 1980 ¹	3000-55	\$2.00
Gary—Hammond—East Chicago, Ind., Nov. 1980 ¹	3000-56	\$1.75
Green Bay, Wis., July 1980	3000-22	\$1.75
Greensboro—Winston-Salem—High Point, N.C., Aug. 1980 ¹	3000-50	\$2.25
Greenville—Spartanburg, S.C., June 1980	3000-16	\$1.75
Hartford, Conn., Mar. 1980 ¹	3000-19	\$2.25
Houston, Tex., Apr. 1980 ¹	3000-18	\$3.25
Huntsville, Ala., Feb. 1981	3010- 5	\$2.25
Indianapolis, Ind., Oct. 1980	3000-47	\$2.25
Jackson, Miss., Jan. 1981	3010- 4	\$1.75
Jacksonville, Fla., Dec. 1980	3000-66	\$1.75
Kansas City, Mo.—Kans., Sept. 1980	3000-42	\$2.25
Los Angeles—Long Beach, Calif., Oct. 1980	3000-63	\$2.25
Louisville, Ky.—Ind., Nov. 1980 ¹	3000-65	\$2.25

Area	Bulletin number and price*	Bulletin number and price*
Memphis, Tenn.—Ark.—Miss., Nov. 1980	3000-59	\$1.75
Miami, Fla., Oct. 1980	3000-51	\$2.25
Milwaukee, Wis., Apr. 1980	3000-10	\$2.25
Minneapolis—St. Paul, Minn.—Wis., Jan. 1981 ¹	3010- 1	\$3.75
Nassau—Suffolk, N.Y., June 1980	3000-29	\$2.00
Newark, N.J., Jan. 1981	3010- 3	\$2.25
New Orleans, La., Oct. 1980	3000-58	\$2.00
New York, N.Y.—N.J., May 1980	3000-24	\$2.25
Norfolk—Virginia Beach—Portsmouth, Va.—N.C., May 1980	3000-20	\$1.75
Northeast Pennsylvania, Aug. 1980	3000-37	\$1.75
Oklahoma City, Okla., Aug. 1980 ¹	3000-41	\$2.25
Omaha, Nebr.—Iowa, Oct. 1980 ¹	3000-57	\$2.25
Paterson—Clifton—Passaic, N.J., June 1980 ¹	3000-34	\$2.25
Philadelphia, Pa.—N.J., Nov. 1980	3000-53	\$2.25
Pittsburgh, Pa., Jan. 1981	3010- 2	\$2.25
Portland, Maine, Dec. 1980	3000-61	\$1.75
Portland, Oreg.—Wash., June 1980 ¹	3000-49	\$2.50
Poughkeepsie, N.Y., June 1980 ¹	3000-35	\$2.00
Poughkeepsie—Kingston—Newburgh, N.Y., June 1980 ¹	3000-39	\$2.00
Providence—Warwick—Pawtucket, R.I.—Mass., June 1980	3000-27	\$2.00
Richmond, Va., June 1980 ¹	3000-23	\$2.25
St. Louis, Mo.—Ill., Mar. 1980	3000-12	\$2.25
Sacramento, Calif., Dec. 1980 ¹	3000-70	\$2.25
Saginaw, Mich., Nov. 1980	3000-54	\$1.75
Salt Lake City—Ogden, Utah, Nov. 1980	3000-60	\$2.00
San Antonio, Tex., May 1980 ¹	3000-17	\$2.00
San Diego, Calif., Nov. 1980 ¹	3000-71	\$2.25
San Francisco—Oakland, Calif., Mar. 1980	3000- 9	\$2.25
San Jose, Calif., Mar. 1980	3000- 6	\$2.00
Seattle—Everett, Wash., Dec. 1980	3000-69	\$1.75
South Bend, Ind., Aug. 1980	3000-36	\$1.75
Toledo, Ohio—Mich., May 1980	3000-13	\$1.75
Trenton, N.J., Sept. 1980	3000-43	\$1.75
Washington, D.C.—Md.—Va., Mar. 1981 ¹	3010- 6	\$3.00
Wichita, Kans., Apr. 1980 ¹	3000-15	\$2.25
Worcester, Mass., Apr. 1980 ¹	3000-25	\$2.00
York, Pa., Feb. 1980	3000-11	\$1.75

* Prices are determined by the Government Printing Office and are subject to change.

¹ Data on establishment practices and supplementary wage provisions are also presented.

U.S. Department of Labor
Bureau of Labor Statistics
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